BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

AGENDA
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, July 20, 2026 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #55 / Page #1

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

1. INVOCATION AND PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL OF MEMBERS

4. PUBLIC HEARINGS

4.1 Public Hearing on the 2026 - 2027 Student Progression Plan and the 2026 - 2027 Code of Student Conduct
Carrie Dopson - (259-0408)

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

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

8.1 Approval of the Personnel Items List for Approval on July 20, 2026.
Wyatt Milton - (259-0401)

8.2 Approval of the Minutes of the June 8, 2026, Executive Session.
Wyatt Milton - (259-0401)

8.3 Approval of the Minutes of the June 15, 2026, School Board Meeting.
Wyatt Milton - (259-0401)

8.4 Approval of Amendment #2 to "Title IX, Part A Education of Homeless Children and Youth - Year 2" in the Amount of $2,202.52 with No Change in Over All Budget Total. Amendment / Federal / No Matching
Traci Wheeler - (259-6776)

8.5 Approval of the Financial Reports for the Month Ending May 31, 2026.
Teri Ambrose - (259-0418)

8.6 Approval of the Resolution with the District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

Wyatt Milton - (259-0401)

8.7 Approval of the Main Contractual Agreement #731-27-020 with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.8 Approval of Attachment #27-020-A1 (Instructional Services Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.9 Approval of the Attachment #27-020-A6 (Enterprise Resource Software) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.10 Approval to Renew Agreement Attachment #27-020-A10 to the Main Agreement with North East Florida Educational Consortium to Provide Risk Management Services Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.11 Approval of the Attachment #27-020-A18 (Information Technology) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.12 Approval of Attachment #27-020-A27 (Building Code Administrator) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.13 Approval of Attachment #27-020-A43 (Human Resource Management Network) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.14 Approval of Attachment #27-020-A45 (Document Archiving Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.15 Approval of the NEFEC Contract Attachment #27-020-A47 to Provide Virtual Instruction Program (VIP) Services, Effective July 1, 2026 - June 30, 2027.
Wyatt Milton - (259-0401)

8.16 Approval of the Grant Proposal Title I, Part A: Improving the Academic Achievement of the Disadvantaged Grant in the Amount of $1,281,005.00. New / Entitlement / Federal / No Matching
Traci Wheeler - (259-6776)

8.17 Approval of the Grant Proposal Title IX, Part A (TIXPA) Education of Homeless Children and Youth (EHCY) Project - Year 3 Grant in the Amount of $73,595.00. New / Federal / No Matching
Traci Wheeler - (259-6776)

8.18 Approval of the 2026-2027 Extended Day Enrichment Program Drop-In Rates and Planning Day Fees.
Teri Ambrose - (259-0418)

8.19 Approval of Contract for Services Agreement with Allied Instructional Services to Provide a Board-Certified Teacher in Blindness and Visual Impairments, Effective July 1, 2026 - June 30, 2027.
Alice Schmitges - (259-0444)

8.20 Approval of Amendment #2 to Grant Proposal "IDEA Part B, K-12 Entitlement" in the Amount of

$19,230.54 with No Change in Over All Budget Total. Federal / No Matching
Alice Schmitges - (259-0444)

8.21 Approval to Renew Agreement with Quality Therapy Solutions, Effective August 1, 2026 - July 25, 2027.
Alice Schmitges - (259-0444)

8.22 Approval to Advertise 5.3250 as the Total Millage for the 2026-2027 Budget.
Teri Ambrose - (259-0418)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
N/A

9.2 Approval of the Baker County School District Alternative School Student Handbook.
Ashton Norman Griffin (259-0436)

9.3 Approval of the MOU with the Jacksonville Electrical JATC to Provide Job Preparatory and Pre-apprenticeship Programs at BCHS, Effective 6/12/2026 - 6/12/2031.
Carrie Dopson - (259-0408)

9.4 Approval to Adopt 2026-2027 World Languages Instructional Materials / Textbooks. (Itemized List Included.)
Carrie Dopson - (259-0408)

9.5 Approval of the Agreement with Imagine Learning for Virtual School Services.
Carrie Dopson - (259-0408)

9.6 Approval of Out of State Field Trip on July 13, 2026, through July 14, 2026, to Moultrie, Ga. for Students and Staff to participate in the Colquitt High School Organized Team Activity. (Traveling by Baker County School Bus)
Andy Giddens - (259-6995)

9.7 Approval of the Agreement with Vector Solutions, Effective July 1, 2026 - June 30, 2027.
Alice Schmitges - (259-0444)

9.8 Approval of the 2026-2027 District Volunteer Handbook.
Thomas Hill - (259-0427)

9.9 Approval of the 2026-2027 District Employee Handbook.
Thomas Hill - (259-0427)

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:	July 20, 2026
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Public Hearing
AGENDA SECTION:	**PUBLIC HEARINGS**
SUBJECT:	Public Hearing on the 2026 - 2027 Student Progression Plan and the 2026 - 2027 Code of Student Conduct

ATTACHMENTS:
07.20.2026 Public Hearing for the 26-27 Student Progression Plan and Code of Student Conduct_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

June 30, 2026

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

Dear Superintendent Milton,

I am requesting that a public hearing be held on Monday, July 20, 2026, regarding the 2026-2027 Student Progression Plan and the 2026-2027 Code of Student Conduct.

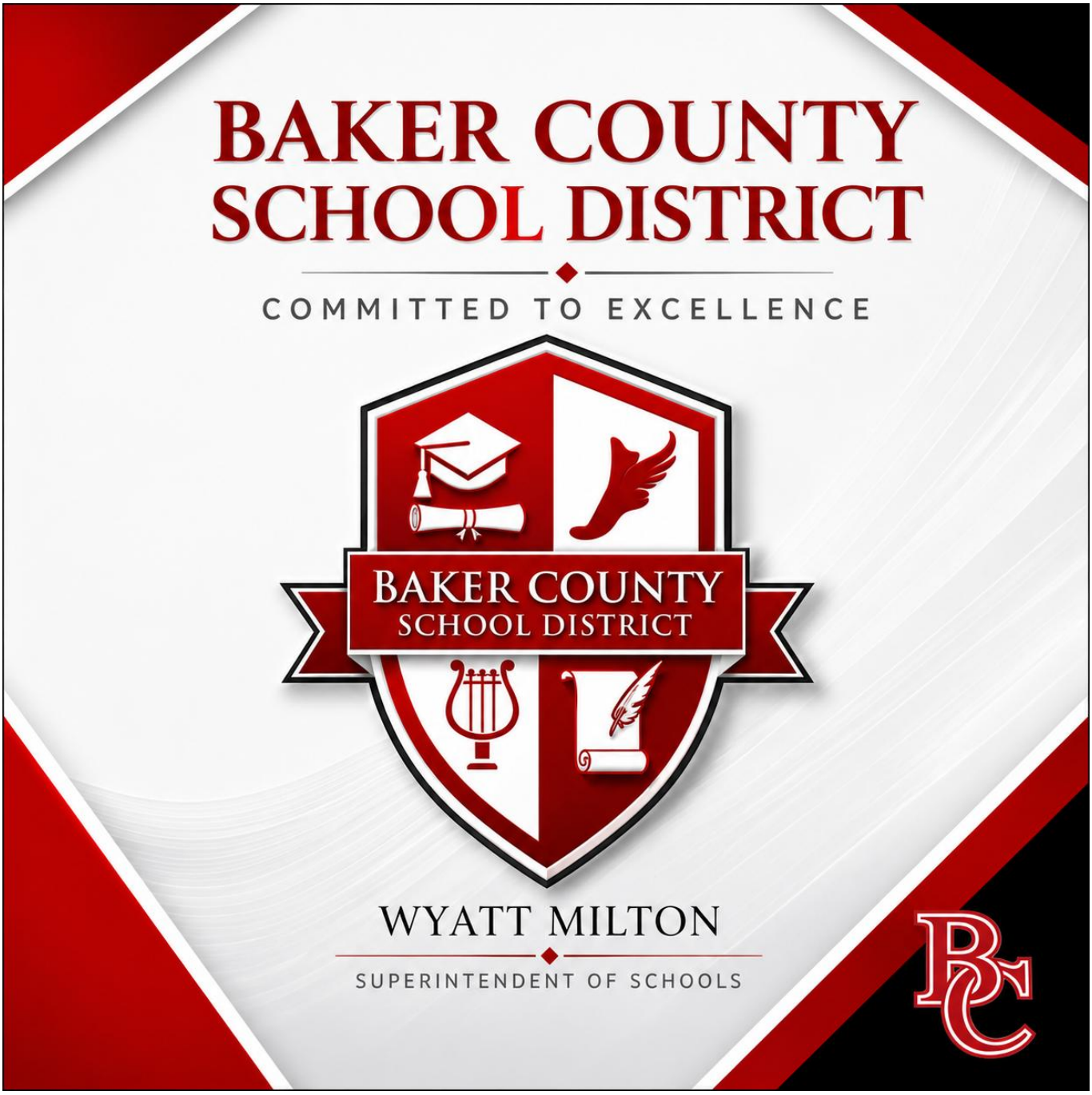
If you have any questions, please call me at 259-0408.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning

~~BAKER COUNTY SCHOOL DISTRICT~~

~~2025-2026~~ 2026-2027
STUDENT PROGRESSION PLAN



~~**WYATT MILTON, SUPERINTENDENT**~~

SCHOOL BOARD MEMBERS

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

BAKER COUNTY SCHOOLS DIRECTORY

District Office	**259-6251**
Baker County Alternative School	**259-0486**
Baker County Learning Center	**259-0405**
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**~~ **Exceptional Student Education and Student Services**	**259-7825**
Family Service Center	**259-6551**
Transportation Department	**259-2444**
~~**Vocational, GED**~~ **Career & Adult Education** ~~**Dept.**~~	**259-0403**

~~"WHERE CHILDREN ARE FIRST!"~~

DISCRIMINATION ~~**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, 270 392 South Boulevard East, Macclenny, Florida; Phone – 904-259-6251; E-Mail Address is equity-coordinator@bakerk12.org

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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"B.E.S.T. Standards and other state-adopted standards" The progression plan must include specific levels of performance in ELA, science, mathematics, and social studies for each grade level, including the levels of performance on statewide assessments as defined by the commissioner, below which a student must receive remediation or be retained within an intensive program that is different from the previous year's program and that considers the student's learning style. The progression plan must include an appropriate alternative placement for a student who has been retained for two or more years.~~

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

INTRODUCTION

The Baker County School District Student Progression Plan establishes the requirements and procedures for student promotion, placement, acceleration, retention, and graduation. The plan is designed to provide students with the maximum opportunity for academic success while ensuring compliance with Florida Statutes and State Board of Education Rules.

In accordance with Florida Statute 1008.25, student progression decisions shall be based on a student's achievement of the B.E.S.T. Standards and other state-adopted academic standards, demonstrated proficiency in required subject areas, academic performance, and successful completion of course requirements. The district shall provide appropriate interventions, remedial instruction, and alternative placement options for students who do not meet established performance expectations.

This Student Progression Plan serves as a guide for students, parents, teachers, administrators, and community stakeholders regarding academic expectations and graduation requirements. The plan shall be reviewed annually and revised as necessary to reflect changes in Florida law, State Board of Education Rules, and School Board policies.

Precedence of Florida Law

This Student Progression Plan is reviewed annually to ensure compliance with current Florida Statutes, State Board of Education Rules, and School Board policies. In the event of a conflict between the provisions of this plan and applicable law, Florida Statutes and State Board of Education Rules shall govern.

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.

ATTENDANCE (S. 1003.21, 1003.24, 1003.26)

In accordance with Florida Statutes, all children who are six (6) years of age or who will attain the age of six by February 1 of any school year and who have not attained the age of sixteen (16) are required to attend school regularly during the entire school term.

Students who attain the age of sixteen (16) may terminate enrollment only as provided by Florida law. A student seeking to terminate enrollment must complete the required declaration of intent and participate in the district's exit procedures as prescribed by Florida Statutes.

Regular school attendance is essential to academic achievement and student progression. The Baker County School District shall monitor attendance, implement interventions for students exhibiting patterns of nonattendance, and enforce compulsory attendance requirements in accordance with Florida Statutes and School Board policy.

Parents/guardians are responsible for ensuring that students subject to compulsory school attendance comply with attendance requirements established by Florida law and School Board 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). (Moved from pg5)

ASSESSMENTS (S. 1008.22, 1003.4156, 1003.4282)

~~**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.~~

In accordance with Florida Statutes, participation in the statewide assessment program is required for all eligible students enrolled in Florida public schools. The Baker County School District shall administer all statewide assessments as required by the Florida Department of Education and shall make every effort to ensure compliance with state participation requirements.

Student performance on statewide assessments, district assessments, and other academic indicators may be considered when determining appropriate course placement, acceleration opportunities, intervention services, and enrollment in honors or advanced coursework.

The statewide assessment program includes:

- The Florida Assessment of Student Thinking (FAST) English Language Arts (ELA) assessment administered annually to students in grades 3-10.
- The FAST Mathematics assessment administered annually to students in grades 3-8.
- Statewide Science assessments administered in grades 5 and 8.
- Statewide End-of-Course (EOC) assessments administered in courses designated by the Florida Department of Education, including but not limited to Civics, Algebra 1, Geometry, Biology 1, and United States History.
- Students enrolled in United States Government courses shall participate in the Florida Civic Literacy Exam as required by state law. Students who earn a passing score while enrolled in high school may satisfy the corresponding civic literacy assessment requirement for postsecondary education.

Students enrolled in a course with a required statewide EOC assessment must participate in the assessment as prescribed by state law. For courses in which the statewide EOC assessment constitutes a percentage of the final course grade, the assessment shall be calculated in accordance with current Florida Statutes and State Board of Education Rules.

Students who have not satisfied statewide assessment graduation requirements, including the Grade 10 ELA assessment and Algebra 1 EOC assessment, must participate in required retake opportunities until the assessment requirement is met through an approved passing score, concordant score, comparative score, waiver, or other state-approved alternative.

The following students may be exempt from statewide assessments as permitted by Florida law:

- Students with disabilities whose Individual Educational Plan (IEP) specifies participation in the Florida Alternate Assessment.
- Students who qualify for a medical exemption as authorized by Florida Statutes and State Board of Education Rules.

CONTROLLED OPEN ENROLLMENT (COE)

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

~~REQUIREMENTS FOR~~ ENGLISH LANGUAGE LEARNER (ELL) STUDENTS

All students will have equal access to the appropriate instructional and intervention programs. Students will not be restricted because of limited English proficiency.

~~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.~~

English Language Learners (ELLs) shall receive instruction that is understandable, equitable, and comparable in scope, sequence, and quality to that provided to non-ELL students. Appropriate accommodations and instructional supports shall be provided in accordance with the District's approved English Language Learner (ELL) Plan and applicable state and federal requirements.

ELL students are expected to participate in all instructional activities appropriate to their grade level and English language proficiency. Student progress shall be monitored regularly, and parents/guardians shall be informed of the student's academic performance and progress.

Promotion and retention decisions for ELL students shall be based on the student's academic achievement and demonstrated progress toward meeting grade-level expectations. Such decisions shall not be based solely on the student's level of English language proficiency. Additional procedures and requirements are outlined in the District's approved ELL Plan.

ELIMINATION OF SOCIAL PROMOTION AND GOOD CAUSE EXEMPTIONS

a) Elimination of Social Promotion

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. Promotion shall be based on the student's mastery of the state academic standards, district promotion requirements, and applicable provisions of Florida law.

b) Mandatory Grade 3 Retention and Good Cause Exemptions

In accordance with section 1008.25(7), Florida Statues, any student in grade 3 who demonstrates a substantial deficiency in reading and does not meet the state-established requirements for promotion shall be retained unless the student qualifies for a good cause exemption authorized by law.

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 (LEP) students who have had less than 2 years of instruction in an English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States.
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 (1008.212).
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment or English Language Arts 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.~~ Students who demonstrate through a student portfolio that they are performing at least at a Level 2 equivalent to the statewide English Language Arts assessment and have demonstrated mastery of the applicable state academic standards in reading.
5. Students with disabilities who participate in ~~the FAST~~ the statewide English Language Arts assessment and who have an individual education plan or a Section 504 plan that ~~reflects~~ documents that the student has received intensive remediation in reading, for more than two (2) years, but ~~still~~ continues to 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.~~ Students who have received intensive reading intervention for two or more years and have been retained in kindergarten through grade 3 for a total of two years may qualify for a good cause exemption from mandatory grade 3 retention in accordance with Florida Statutes. A student may not be retained in grade 3 more than once.

Students promoted through a good cause exemption shall receive intensive reading instruction based on diagnostic assessment data and targeted interventions designed to address identified reading deficiencies.

c. Parent Notification and Student Portfolios ~~Requests for good cause exemptions for students from the mandatory retention shall be made consistent with the following:~~

Parents of students with a substantial reading deficiency will be notified in writing, as outlined in section 1008.25(7), Florida Statutes. The notification will detail the student's reading challenges, the interventions provided, promotion requirements, good cause exemptions, portfolio documentation requirements, opportunities for midyear promotion, and available resources for parents.

A school shall begin collecting evidence for a student portfolio when a grade 3 student is identified as being at risk of

retention or upon parent request, whichever occurs first. The portfolio shall contain evidence demonstrating mastery of the state academic standards in English Language Arts as required by State Board Rule and district procedures.

d. Procedures for Good Cause Exemption Requests

1. Documentation shall be submitted from the student's teacher to the school principal ~~that indicates that the~~ supporting promotion and demonstrating that the student meets one of the statutory good cause exemption criteria. ~~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~~ may include the existing Progress Monitoring Plan, individual educational plan, Section 504 plan, report card, assessment results, intervention records,and/~~or~~ student portfolio.
2. The school principal shall review and discuss such recommendations with the teacher and make the determination as to whether the student should be promoted or retained.
3. 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.
4. The ~~district school~~ Superintendent shall accept or reject the school principal's recommendation in writing.
5. Documentation supporting approved good cause exemptions shall be maintained in accordance with district procedures and state record retention requirements.

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 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"

~~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 course or class.

HOME EDUCATION ~~STUDENTS RE-ENTERING A PUBLIC SCHOOL~~ AND TRANSFER STUDENTS

Students entering Baker County Schools from a home education program or another educational setting shall be placed in accordance with Florida Statutes, State Board of Education Rules, and district procedures.

Grades K-8

Upon re-entry ~~into public school~~ from a Home Education program, ~~the home education~~ students ~~will be given a norm-referenced achievement evaluation~~ may be administered district approved assessments(Kindergarten Readiness Checklist, STAR Early Literacy Assessment, STAR, SAT-10, or other approved assessments). ~~as part of the re-enrollment process~~ to assist in determining appropriate grade placement. ~~The appropriate school for the student's previous grade will make the promotion decision.~~ The receiving school principal or designee shall make the final placement and promotion determination based upon available records, assessment data, and student performance.

Grades 9-12

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

High school credit transfer and placement shall be governed by State Board Rule 6A-1.09941, State Uniform Transfer of High School Credits. Credits earned and documented on an official transcript shall be accepted at face value, subject to validation when required by the receiving school. For students without an official transcript, including home education students, credits may be validated through successful performance during the first grading period or by one of the following methods:

- Portfolio evaluation by the Superintendent or designee;
- Written recommendation from a Florida-certified teacher approved by the principal;
- Demonstrated performance in dual enrollment, public school, or accredited private school coursework;
- Demonstrated proficiency in nationally norm-referenced assessments;
- Demonstrated proficiency in state assessments; or
- Review of academic records or course criteria from the previous educational setting.

Students required to demonstrate proficiency through assessment shall be provided a reasonable opportunity to prepare, consistent with State Board Rule 6A-1.09941.

HOMELESS CHILDREN (S.1003.22)

The Federal McKinney-Vento Homeless Assistance Act states that children and youth who lack a fixed, regular, and adequate nighttime residence are considered homeless.

The McKinney-Vento Education for Homeless Children and Youth Program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Under this program, state educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth, to enable them to master Florida's State academic standards. In addition, homeless students may not be separated from the mainstream school environment.

Under McKinney-Vento, children (PreK-12) have the right to: continue to attend the school they last attended before they lost their housing (school of origin), if that is in the child's best interest, or the school which is zoned for their temporary residence; enroll and attend classes immediately while the school arranges for the transfer of school and immunization records and other required enrollment documents; receive transportation to the school of origin (if a parent/guardian requests such transportation); and participate in any school programs and receive any school services for which they qualify.

If you have any questions about the McKinney-Vento Homeless Program in Baker County or if you know of a student who may qualify for the program, please contact the district's homeless liaison, Traci Wheeler, on 904-259-6776.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) F.S. 1008.25

~~All Students who take the statewide assessment test are required to score Level 3 or higher as required by F.S. 1008.22.~~ Students who do not meet state achievement level expectations on statewide assessments shall receive appropriate interventions and progress monitoring in accordance with state law and district procedures. A student

who is not meeting the state requirement for proficiency in ELA or 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.~~ will be supported through a Multi-Tiered System of Supports (MTSS) framework or an applicable federally required plan, such as an Individual Education Plan (IEP).

Baker County School District implements MTSS using a problem-solving/Response to Intervention~~, MTSS,~~ method of developing and implementing instruction and interventions based on a three-tiered model. Our MTSS model integrates high quality core instruction (Tier 1), targeted supplemental instruction/interventions (Tier 2), and intensive individualized 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 – Core Instruction
The general education staff use high quality 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 Interventions
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 after consent, as appropriate. Designated personnel implement interventions which include progress monitoring. Post intervention measures are recorded in 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
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 in 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.

MTSS PROCESS – ASSESSMENT, REMEDIATION, AND RETENTION

Students identified as needing remediation will be provided support through an MTSS plan developed and implemented by the school in collaboration with the student's parent or guardian. The plan is designed to address specific areas of deficiency and support the student in meeting state and district proficiency expectations.

For students with ELA deficiencies, the MTSS plan will identify areas of need in phonemic awareness, phonics, fluency, vocabulary, and comprehension; establish measurable performance goals; and outline the instructional strategies and support services provided in addition to core instruction. Student progress will be monitored frequently to ensure responsiveness to intervention.

The district provides state-approved, research-based ELA curriculum and instructional resources, including programs reviewed by the Florida Center for Reading Research (FCRR), to support students with reading deficiencies. These programs:

- Promote grade-level reading proficiency
- Address the five essential components of reading
- Include reliable and ongoing progress monitoring
- Are delivered during the regular school day
- Support student success across all core academic areas

An MTSS plan will be developed for all students identified as struggling readers. The district will review MTSS plans for students who score Level 1 on the ELA portion of the FAST assessment and do not qualify for a good cause exemption. This review will identify additional supports, including a minimum of 90 minutes of uninterrupted, research-based daily reading instruction. Additional strategies may include:

- Small group instruction
- Reduced class size
- Differentiated instruction
- Increased progress monitoring
- Tutoring or mentoring
- Extended learning opportunities (before/after school and summer programs)

The district will establish criteria for student portfolios as an alternative demonstration of mastery of Grade 3 ELA standards. Parents of students at risk of retention may request that a portfolio be initiated at any time during the school year.

Students in VPK through Grade 5 identified with a substantial reading deficiency will receive intensive instruction tailored to their needs. Instruction will differ from previous approaches and consider the student's learning style. Students scoring below the 40th percentile on initial reading assessments may also receive these supports through an MTSS plan, with frequent progress monitoring.

Grade 3 students who demonstrate an independent reading level at or above grade level at any time during the school year may be promoted to Grade 4 in accordance with State Board of Education rules. Evidence of proficiency may include subsequent assessments, alternative assessments, or portfolio reviews.

Retained students will be assigned to highly effective teachers, as determined by student performance data and evaluation ratings. The district will provide:

- Supplemental, research-based tutoring in ELA
- Parent resources and at home strategies to support reading development

MILITARY FAMILY ENROLLMENT AND PROGRAM ACCESS (S. 1003.05)

Dependent children of active-duty military personnel who meet eligibility criteria for special academic programs shall be given access, pursuant to **s. 1003.05, F.S.**, even if the program is offered at a school other than the student's assigned attendance zone school. If such a program is offered at another school site, the parent or guardian shall be responsible for providing transportation to that school. Special academic programs include, but are not limited to,

magnet programs, advanced studies programs, Advanced Placement (AP), dual enrollment, Advanced International Certificate of Education (AICE), and International Baccalaureate (IB).

A student whose parent is transferred or is pending transfer to a military installation within the school district pursuant to official military orders shall be considered a resident of the district for purposes of enrollment upon submission of such orders. The student shall be provided with preferential treatment in the controlled open enrollment process in accordance with **s. 1002.31, F.S.**

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

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: (Included in required instruction)
"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.

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 parents the students' 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.~~

In accordance with **s. 1008.25(4), F.S.**, parents/guardians shall be informed of their student's academic progress and provided timely notification of performance concerns.

Parents/guardians will be provided the following, as applicable:

A. **Periodic report cards and progress reports** that indicate the student's progress toward achieving district expectations for proficiency in English Language Arts, mathematics, science, and social studies

B. **Timely notification during the grading period** when there is a significant change in the student's achievement, effort, and/or conduct

C. **Notification of allowable testing accommodations for English Language Learners (ELLs)** during statewide and district assessments, in accordance with the District ELL Plan, which is available on the Baker County School District website

D. **Notification for students with disabilities** of the student's progress toward meeting Individual Education Plan (IEP) annual goals and the extent to which that progress is sufficient to enable the student to meet those goals by the end of the school year. The frequency of such reporting shall be as specified in the student's IEP

Student performance and progress shall be communicated through report cards, progress reports, and other appropriate methods. Parents are encouraged to communicate regularly with teachers and school personnel and to participate in conferences regarding their child's academic progress.

In accordance with **s. 1008.25, F.S.**, the district shall annually publish a report on student progression outcomes for the prior school year. This report shall be made available to the public, including posting on the district website following the release of data by the Florida Department of Education.

The report shall include:

- The provisions of **s. 1008.25, F.S.**, and the district's policies and procedures on student retention and promotion;
- By grade, the number and percentage of students in Grades 3 through 10 performing at Levels 1 and 2 on the English Language Arts (ELA) portion of the Florida Assessment of Student Thinking (FAST);
- By grade, the number and percentage of students retained in Grades 3 through 10;
- The total number of students promoted for good cause, disaggregated by category; and
- Any revisions to the district school board's promotion and retention policies from the prior year.

~~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.~~ Has been removed from statute and no longer needed.

REQUIRED INSTRUCTION AND LIFE SAVING SKILLS (s.1003.42, 1003.453)

In accordance with **s. 1003.42, F.S.**, Florida Statutes outline the instructional topics that must be taught in public schools as part of required instruction. The Florida Department of Education provides guidance and resources to support school districts in implementing these requirements to ensure that students receive instruction that promotes civic responsibility, character development, historical understanding, and digital safety.

In accordance with s. 1003.42, F.S., the district shall provide instruction in health education, substance abuse prevention, teen dating violence, and other required topics, including civic responsibility, personal health, and safety. Students may be exempted from specific components of health education, including reproductive health and HIV/AIDS instruction, upon written request from a parent or guardian, in accordance with law. Additional details regarding curriculum and implementation are available in district curriculum guides and School Board policy.

Instruction shall be delivered by qualified instructors using approved materials and methods and shall be aligned to the B.E.S.T. Standards pursuant to s. 1003.41, F.S. The district shall implement all required parent notification procedures and provide opportunities for parents to review instructional materials.

As required by **ss. 1003.42 and 1003.453, F.S.**, students shall receive instruction in first aid, including cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). This instruction shall be provided:

- **At least once in middle school**, in a physical education or health course; and
- **At least once in high school**, in a physical education or health course, as part of the requirements for graduation.

Instructions must include **hands-on practice and demonstration of skills**, consistent with state requirements.

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.~~

Students may participate in summer school for promotion, credit recovery, or remediation. Priority for enrollment will be given to students who need to meet promotion or graduation requirements.

Middle school students (grades 6–8) may enroll in up to two remedial courses. High school students (grades 9–12) may earn up to one credit or the equivalent during the summer term.

Summer coursework may be completed through district programs or approved providers, including Florida Virtual School (FLVS), as applicable. Students must demonstrate mastery of course standards to earn credit.

Due to capacity limits, placement may be prioritized based on academic need.

Students may also repeat a course for grade forgiveness or GPA improvement, in accordance with district policy.

HOME EDUCATION STUDENTS RE-ENTERING A PUBLIC SCHOOL

Grades K-8

2) 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.

3) Grades 9-12

4) 6A-1.09941 State Uniform Transfer of High School Credit (see page 6, Placement of Transfer Students) (Moved)

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

No longer supported by statutes.

FLORIDA's B.E.S.T. STANDARDS (Benchmarks for Excellent Student Thinking)

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

Redundant – included in other areas

~~**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.~~

(*Repeated later in document*)

Partial Enrollment

Students may partially enroll in courses or services at their home-zoned school on a space-available basis with approval by the principal and student services office. If the desired course or service is not available, home-schooled students may request to partially enroll in an out-of-zone school in accordance with district school choice policy and procedures. Students who are partially enrolled must be scheduled for classes that are held consecutively so that they are on a school's campus for class attendance and not on campus when classes are not scheduled. Partially enrolled students must follow the district Code of Student Conduct.

Families who are interested in partially enrolling a student must complete all required forms and follow all procedures outlined on the District website.

Students who receive a Florida Education Scholarship (Personalized Education Program, Family Empowerment Scholarship)

Students who receive a Florida Education Scholarship will be charged for partial enrollment via the partial enrollment fee schedule. Students can enroll in up to a full course load and may request additional services. Payment must be made in accordance with the Enrollment and Tuition Contact for Florida Education Scholarship Recipients.

Completing a Student Learning Plan through the Personalized Education Program (PEP) does not result in the awarding of a diploma. Students registered as PEP students are not eligible to walk in a district high school graduation ceremony. Those looking to withdraw from PEP and re-register as a public-school student to walk at graduation and receive a diploma are subject to the district requirements to participate. Parents should be aware of senior deadlines (cap and gown, pictures, etc.), requirements for the number of courses required for full-time enrollment regardless of courses completed in PEP, and completion of graduation testing requirements. It is recommended to re-enroll no later than the summer before the student's senior year to ensure all graduation requirements can be met.

Students who have:

- completed all graduation requirements or
- have gotten a GED or
- completed a Home Education Affidavit or
- completed a Personalized Education Program Affidavit

are not eligible for enrollment to take additional courses and receive a diploma.

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.
- Students may only take virtual classes in a lab if that course is **not** offered on campus.
- 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.

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 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 on 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 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 by 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's semester/final exams in the future. In addition, parents must attest to the fact that student work is completely the effort of their child.

Enrollment in Advanced Placement Courses 1007.27(6) F.S.
Advanced Placement (AP) is the enrollment of an eligible secondary student (virtual or brick and mortar) in an Advanced Placement course administered by the College Board. Students are expected to take an AP exam at the end of each AP course. The student will receive the AP weighted credit regardless of the AP test score.
Awarding of Advanced Placement Credit
Students who score a minimum of 3 on a 5-point scale may receive college credit. Students who score a 4 or 5 on certain examinations also benefit from course equivalency credit. A course equivalency chart may be found at https://www.floridashines.org/.
Credit Recovery Courses
Credit Recovery Courses may be used for Grade Forgiveness / Credit Recovery as well as remediation, and they may be taken in a traditional classroom, a credit recovery lab or through virtual school. Courses offered through a private school may not be used for credit recovery.
Students enrolled in a Credit Recovery Course must have previously attempted the corresponding course and end-of-course (EOC) assessment, since the course requirements for the Credit Recovery course are exactly the same as the previously attempted corresponding course. For example, Geometry (1206310) and Geometry for Credit Recovery (1206315) have identical content requirements; however, Credit Recovery courses are not bound by section 1003.436 F.S., which requires a minimum of 135 hours of instruction. Students who are college-bound athletes and are registering with the NCAA Clearinghouse cannot do credit recovery, per NCAA Guidelines. To recover failed courses, college-bound athletes may only do grade recovery through brick-and-mortar classes, FLVS, or BCVS courses.
Florida Statute 1002.31 F.S. provides student rights relative to the eligibility of full-time Florida Virtual School/ BCVS students to participate in interscholastic extracurricular activities at their home-zoned public school.
National Collegiate Athletics Association (NCAA) division I and II prospective student athletes should consult NCAA initial eligibility requirements regarding virtual courses. For more information: https://www.ncaa.org/sports/2014/10/24/nontraditional-courses.aspx.

BAKER COUNTY GRADES K - 5 STUDENT PROGRESSION PLAN

ADMISSIONS

Voluntary Prekindergarten (VPK) is a free, high-quality education program designed to prepare Florida's 4-year-olds for kindergarten and build a foundation for their educational success. Children who live in Florida and are 4 years old on or before September 1 of the current year are eligible.

Children who complete VPK are
- more prepared for kindergarten,
- have better school attendance
- develop lifelong social skills
- are more likely to advance to the next grade
- are more likely to graduate high school

Kindergarten ~~ADMISSION~~

Any child five (5) years old on or before September 1st of the school year may be admitted at 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)

Second Grade – Fifth Grade

When a student transfers from a Florida home education program to Baker County Schools, the grade placement may not be based solely on the recommendation of the home education instructor or parent/guardian. Instead, the principal or a designee shall evaluate the student's portfolio or other evidence of achievement, including standardized tests that the student has taken. If there is sufficient evidence of grade level mastery, then the student shall be placed accordingly.

If no portfolio is presented, or the portfolio does not show evidence of grade level mastery, the school may administer both a Reading and Math district approved assessment (STAR, SAT-10, or other approved assessment) to assist in determining the appropriate grade placement. The receiving school principal or designee shall make the final placement and promotion determination based upon available records, assessment data and student performance. A student's placement may be changed within four weeks if there is a lack of satisfactory completion of academic work.

PROMOTION

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.

GRADES

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

REMEDIATION K–5

Students who do not meet grade-level expectations in English Language Arts, mathematics, science, or social studies shall be provided with targeted interventions and additional diagnostic assessment to identify specific areas of need.

Interventions shall be delivered through the Multi-Tiered System of Supports (MTSS) and monitored to ensure student progress. If a student's deficiencies are not remediated through appropriate interventions, retention may be considered based on a review of multiple data sources.

Parents shall be notified in a timely and ongoing manner when a student is identified as having a deficiency or is at risk of retention.

Decisions regarding promotion, retention, and additional instructional support shall be based on a comprehensive review of student performance data and documented in the student's educational record. Parents shall be informed of final promotion or retention decisions.

~~Each students 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.~~

RETENTION K-5

Mastery of early literacy skills in kindergarten through grade 3 is essential for student success. The district shall emphasize reading proficiency and provide targeted interventions for students with identified deficiencies.

Student progression and retention decisions in grades K–5 shall be based on a review of multiple data sources, including progress monitoring results, classroom performance, and teacher judgment. Retention decisions may not be based on a single assessment.

Students in grades K–2 who demonstrate deficiencies in reading or mathematics shall receive targeted interventions and be monitored through the Multi-Tiered System of Supports (MTSS). The MTSS team will review student data and make recommendations regarding promotion or retention.

Parents shall be notified in a timely manner when a student is identified as having a deficiency or is at risk of retention and shall be involved in the decision-making process.

Grade 3

In accordance with s. 1008.25, F.S., a student must demonstrate proficiency in reading to be promoted to grade 4. A student who scores Level 1 on the Grade 3 FAST English Language Arts assessment shall be retained unless the student qualifies for a Good Cause exemption as defined by law.

Grades 4–5

Promotion in grades 4 and 5 shall be based on the student's demonstrated mastery of state standards in English Language Arts, mathematics, science, and social studies, as determined by a review of multiple data sources.

Students who are retained shall receive intensive interventions and instruction that differs from the previous year's program. Mid-year promotion may be considered for eligible retained students in accordance with state law.

~~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 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 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 "B.E.S.T. Standards and other state-adopted 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.

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 parents 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 should 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. (This section has been moved to the MTSS process and reworded)

READING DEFICIENCY

Any student in grades K–5 who exhibits a substantial deficiency in reading, based on statewide or local assessments or teacher observation, shall be provided with immediate, targeted reading intervention.

Reading deficiencies shall be addressed through evidence-based instruction and monitored through the Multi-Tiered System of Supports (MTSS). Student progress shall be monitored, and intensive intervention shall continue until the deficiency is remedied.

~~Any student, who exhibits a substantial deficiency in reading, based upon Florida Standards "B.E.S.T. Standards and other state-adopted standards" and locally determined or statewide assessments conducted in VPK through fifth grade, or through teacher observations, must be given intensive reading instruction immediately following the identification of the reading deficiency. At the beginning of grades K through 5, students will be assessed in ELA. Based upon the results of the assessments and/or based on teacher recommendations, students who are substantially deficient in reading will be given intensive remediation. The student's reading proficiency must be reassessed at the beginning of the next year, and intensive reading instruction must continue until the reading deficiency is remedied.~~

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

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

Teacher Student Ratio	Same as other students
Reading Instructional Time	90-minute reading block in a smaller group size setting or one-on-one Rule 6A-6.054, F.A.C.
Materials	**Core/State Identified** Reading program that is research based and has proven success teaching the components of reading. Rule 6A-6.053 F.A.C. **Differentiated Materials** Research-based materials that reinforce the initial instruction. **Intervention Materials** Research-based materials that teach areas of deficits as determined by an assessment measure. This instruction must take place in addition to the 90-minute reading block. Rule 6A-6.054 & 6A-6.053 F.A.C.
Screening	Options may include, but are not limited to, program-based materials, teacher observation or a screening/progress monitoring tool. Rule 6A-6.053 F.A.C.

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

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

Teacher Student Ratio	Reduced Student-Teacher Ratio. Section 1008.25(7)(b)1.c., F.S.
Reading Instructional Time	Minimum of 90 minutes of daily uninterrupted reading instruction which includes small group instruction. Section 1008.25(7) (b) 1. F.S. Intervention in addition to 90-minute reading block. Rule 6A-6.054 F.A.C.
Teacher Quality	Provide students with a highly effective teacher as determined by the teacher's performance evaluation under section 1012.34, F.S. Section 1008.25(7)(b)4., F.S.
Materials	**Core/State Identified** Reading program that is research based and has proven success teaching the components of reading. Rule 6A-6.053 F.A.C. **Differentiated Materials** Research-based materials that reinforce the initial instruction. **Intervention Materials** Research-based materials that teach areas of deficits as determined by an assessment measure. This instruction must take place in addition to the 90-minute reading block. Rule 6A-6.054 and Rule 6A-6.053 F.A.C. **Differentiated Instruction** Should be treated as immediate intensive intervention with prescribed materials for the students' deficits. **Immediate Intensive Intervention (iii)** Materials should continue to be used during iii after the 90-minute reading block. Rule 6A-6.054 and Rule 6A-6.053 F.A.C.
Screening	Options may include, but are not limited to, program-based materials, teacher observation or screening/progress monitoring tool. Rule 6A-6.053 F.A.C.

Progress Monitoring	Progress monitoring should be more frequent for these students than for non-retained students and should be ongoing. This can be as simple as a Comprehensive Core Reading Program (CCRP) or Supplemental Reading Program (SRP) weekly test, timed readings or teacher observations. Schools must monitor progress 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 fair play; 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 more than, 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 middle grades program shall reflect federal, state, and district requirements. Students shall participate in all required statewide assessments.

Middle grades students enrolled in high school courses, including Algebra I, Geometry, or Biology I, shall participate in the associated statewide End-of-Course (EOC) assessment. EOC results shall constitute 30 percent of the student's final course grade.

Students enrolled in Algebra I must pass both the course and the EOC assessment to earn high school credit and meet graduation requirements. Students who do not pass the Algebra I EOC may retake the assessment in accordance with state guidelines.

For Geometry and Biology I, students must pass the course to earn credit; passing the EOC is required for the Scholar designation but not for course credit.

Students who score Level 1 on the FAST English Language Arts assessment shall be provided with intensive reading intervention through an appropriate course or integrated support.

Students must successfully complete three middle grades or higher courses in English Language Arts, mathematics, science, and social studies to be promoted to high school. One of the social studies courses must include at least one semester of civics education.

The Civics EOC assessment shall constitute 30 percent of the student's final course grade. Students must earn a passing grade in Civics to be promoted, but a passing EOC score is not required. Transfer students shall meet civics requirements in accordance with Florida law.

Students shall demonstrate mastery of state academic standards by earning a passing final grade, as defined by the district grading scale. For courses with statewide assessments, required assessment results shall be included in the calculation of the final grade.

Industry certification courses may be offered, and students must meet established performance criteria to earn high school credit.

Elective courses and additional offerings shall be available to support student interests and academic needs. Students may be scheduled into appropriate courses, including intervention courses, based on academic performance.

~~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 to 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 students do 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, to qualify for a standard high school diploma scholar designation, students must pass the statewide standardized EOC assessment.~~

~~Students who score Level 1 on 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 "B.E.S.T. Standards and other state-adopted 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 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.) Students 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 (6-8)

Student promotion and retention decisions shall be based on demonstrated mastery of state academic standards, course performance, and a review of multiple data sources.

Students must successfully complete required coursework in English Language Arts, mathematics, science, and social studies to be promoted to the next grade level.
Middle school final exams may be administered as determined by the school. When administered, such exams shall not exceed 20 percent of the student's final course grade.

Statewide End-of-Course (EOC) assessments required by Florida law shall be administered as applicable. The Civics EOC assessment shall constitute 30 percent of the student's final course grade. Students who do not demonstrate sufficient progress may be considered for retention following a review by the Multi-Tiered System of Supports (MTSS) team and school administration.

Students who score Level 1 on the FAST English Language Arts and/or mathematics assessments shall be provided with intensive intervention and may be placed in appropriate remediation courses or support programs. Progress shall be monitored regularly, and instruction shall be adjusted based on student need.

Additional instructional opportunities, including extended learning programs, summer learning, or credit recovery, may be provided to support student achievement. Placement in such programs shall be based on academic need.

Students identified as at risk of retention shall receive targeted interventions and ongoing progress monitoring through the MTSS process. Diagnostic assessments shall be used to identify specific areas of need and guide instruction.

Students demonstrating continued academic difficulty, including those retained previously, shall receive intensive supports, which may include individualized intervention plans or alternative instructional settings as appropriate.

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 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 "B.E.S.T. Standards and other state-adopted 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 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. 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 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 to 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~~ Digital Business Foundations 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.

C. 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.

D. Notification:

Parents/guardians shall be regularly informed of their child's academic progress throughout the school year. Progress reports and report cards shall be issued at designated intervals consistent with the district's grading schedule. Parents/guardians of students who are experiencing academic difficulty or are at risk of failing shall be notified in a timely manner and provided information regarding the student's progress and available interventions.

At the conclusion of the school year, parents/guardians shall receive notification of the student's final academic status, including promotion, retention, or the need for additional instructional support such as extended learning opportunities or credit recovery. Results of statewide assessments, including the Florida Assessment of Student Thinking (FAST), shall be provided to parents/guardians as soon as they are made available by the Florida Department of Education.

Ongoing communication between the school and parents/guardians shall be maintained to support student academic success.

~~(b) Parents/Guardians will receive a progress report during the fifth week of each grading period. At the end of each nine-week 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, parents/guardians shall receive notification of the student's final academic status, 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.~~

E. 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 events.

F. 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 electives offered by the school ~~student aide request~~); 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. Overaged Students -Age-Appropriate Placement

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

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

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

ACCELERATION OPTIONS

Students may participate in accelerated academic programs, including Advanced Placement (AP), Dual Enrollment, industry certification programs, and other acceleration opportunities, in accordance with Florida law and district policy. These options may provide opportunities to earn high school and/or postsecondary credit. The Baker County School District offers career and technical education programs, including programs in Agriculture, Applied Information Technology, Auto Maintenance & Light Repair, Building Construction, Business, Criminal Justice, Culinary, Health Science, Digital Media Technology, Electrical, and Teacher Cadet.

AP Courses available:

i. AP Cybersecurity
ii. AP Literature
iii. AP Psychology

Academic Dual Enrollment – Part Time

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. To begin Academic Dual Enrollment, students must have eligible test scores for Reading, English, and Mathematics.
   1. Students may not take ENC 1101 or ENC 1102 prior to their junior year.
   2. If a student is registering for a Dual Enrollment Course and it is offered at BCHS the student must take the course offered at the BCHS campus.
   3. A senior student's schedule must combine at least 6 FTE courses. This can be a combination of High School courses and College Courses.
   4. A junior student's schedule must combine at least 6 courses per semester. This can be a combination of high school courses and college courses.

Academic Dual Enrollment – Full Time

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

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 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 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 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
- If a student withdraws from a dual enrollment course, the cost of the textbooks, access codes, etc. will be added to his/her debt list.

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 are 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.

Dual Enrollment Credit Hour Funding Limitation

The Baker County School District will provide tuition, instructional materials, and associated dual enrollment costs for eligible students enrolled in dual enrollment courses up to a maximum of sixty-four (64) attempted college credit hours.

Students who choose to enroll in dual enrollment courses after reaching sixty-four (64) attempted college credit hours may continue to participate in dual enrollment, subject to college and district eligibility requirements; however, the student and parent/guardian shall be responsible for all tuition, fees, instructional materials, and other associated costs for any credit hours attempted beyond the sixty-four (64) credit hour limit.

The Superintendent or designee may approve exceptions when required by state law or through an approved articulation agreement.

ALTERNATIVE PLACEMENT CREDIT

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

ANNUAL NOTIFICATION OF NONDISCRIMINATION IN CAREER AND TECHNICAL EDUCATION COURSES

The Baker County School District offers the following career and technical programs, including career academies wherein students may earn industry certification: Agriculture, Auto Maintenance & Light Repairs, Business, Criminal Justice, Culinary, Health Science, Interior Design, Digital Media, Electrical, Building Construction, and Pharmacy Technician.

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

Lack of English language skills will not be a barrier to admission and participation. The district may assess each

student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

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.

ATTENDANCE

Students are expected to maintain regular attendance in all scheduled classes in order to successfully meet course requirements and demonstrate mastery of state academic standards.

Attendance shall be monitored in accordance with district policy and Florida law. Students who have excessive absences may be required to participate in interventions or additional instructional opportunities to demonstrate mastery of course standards.

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.

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

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 cannot 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

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.

COMMUNITY SERVICE/WORK HOURS
Community service is defined as voluntary service that addresses a need within the community and is not compensated. Students may also earn work hours through paid employment, in accordance with state guidelines.

Students may be eligible to apply community service hours and/or paid work hours toward scholarship opportunities, including the Florida Bright Futures Scholarship Program. Eligibility requirements are established by the Florida Department of Education and may change; students should consult current guidance resources for specific criteria.

Students may combine community service and work hours, as permitted by state guidelines. Participation in school programs such as work-based learning may also provide qualifying experience in accordance with district procedures.

Documentation of service and work hours shall be required and must be submitted in accordance with district guidelines. All hours must be completed in compliance with school board policies.

The district may recognize students for outstanding community service through local honors or distinctions.

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

~~Community Service is defined as identifying *and* addressing a social issue in the community. These hours will meet the requirements 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:~~

~~Beginning with the class of 2023, students may use work hours in lieu of service hours. Service and work hours can be combined. If students are enrolled in OJT and are turning in work hours, the hours submitted MUST be more than 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 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 community service need.

5. Fundraising activities for non-profit charities or school clubs/organizations will only count as community service hours if 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 if 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 summer camps for profit. Students who volunteer at governmental sponsored or not for profit summer camps shall be eligible to receive community service hours for their work. Please note that the collection of a fee does not determine the "Not for Profit" status. The State of Florida issues a 501(c) (3) certificate to "Non-Profit" organizations.

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

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

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

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

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

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

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

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

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

22. A student may receive community service hours credit for the time donating blood at an off-campus facility or after school. Donation of blood during the student's school day does not qualify for community service hours credit. However, a student who donates blood at a church blood drive is eligible for community service hours credit.

APPEALS PROCESS FOR COMMUNITY SERVICE HOURS

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

~~NUMBER OF HOURS REQUIRED TO EARN~~ COURSE 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.

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).

Grade Requirements for Credit:

For a student to receive credit for a course taken at Baker County High School, he/she must demonstrate mastery of the ~~Florida Standards~~ "B.E.S.T. Standards and other state-adopted 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.

GRADING SYSTEM FOR EOCs

Level 1	**59**
Level 2	**69**
Level 3	**85**
Level 4	**90**
Level 5	**100**

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 students 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/.

Credit Withheld

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

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

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

~~**DEFINITION OF "CREDIT"**~~

CREDIT FROM NON-ACCREDITED SCHOOLS

Work or credits earned in a non-accredited school shall be validated using 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.**

CREDIT RECOVERY PROGRAM

This program is designed to provide students with 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 to enroll a student in the program.

Example criteria used to place a student on 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 students' grades do not improve to a 70 or higher during that time, they will be removed from the Credit Recovery Program.

3. Unsatisfactory Discipline:

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

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

COURSE DROP/ADD TIMELINE

Students may drop a course within the following timeline with no adverse effect to their GPA: Day 1 through Day 10 of each semester. Changes within the same content area to a lower level (e.g., English I Honors to English I) are at the discretion of the Principal or designee. School counselors/teachers must assist students with these changes. Students enrolled in college courses must adhere to the college add/drop schedule.

If a student requests a change after the drop/add period, the following conditions must be met:

A. The Principal or designee must approve schedule changes.
B. The receiving teacher must utilize the grades earned up to the point of transfer if a student is transferring to the same or equivalent course.

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.

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.

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

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.

FLORIDA BRIGHT FUTURES SCHOLARSHIP INFORMATION
Students may be eligible for state-funded scholarship programs, including the Florida Bright Futures Scholarship Program, based on academic achievement and other criteria. Information regarding eligibility requirements and application procedures is available through the Florida Department of Education and the school guidance office.

~~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 about 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.~~

GPA CALCULATIONS
Grades earned in Advanced Placement and Dual Enrollment courses will add 1 quality point resulting in a weighted GPA. For 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.

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.

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. 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 include participation in Grad Bash, senior breakfasts, and senior privileges.

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.

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 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 to be placed in corresponding honors courses at the high school in the 9th grade. 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.

HONORS DESIGNATION

Students who receive a standard diploma may be considered for the following designation: Highest Honor Graduate, High Honor Graduate, or Honors Graduate. ~~Beginning with students who enter ninth grade in the 2025-2026 school year,~~ Students must also have a minimum of eight (8) credits that are considered upper-level coursework (honors, dual enrollment, or AP) and six (6) of those credits must come from core subject classes to be considered for the honors designation.

The following scale will be used at the end of the first semester of the Senior year to designate honor graduates:

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

Beginning with students who enter 9th grade in the 2026-2027 school year, the honor designations will be as follows:

Highest Honor Graduate: 4.0 and up
High Honor Graduate: 3.75 – 3.999
Honor Graduate: 3.5 – 3.749

VALEDICTORIIAN/ SALUTATORIAN DESIGNATION

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

~~PARTICIPATION IN~~ INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

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

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

Participation in student government, homecoming court, and other school-wide representative roles or honors shall be limited to students who are enrolled as full-time students in the Baker County School District. Full-time enrollment is defined as being registered in a full academic course load as prescribed by the district for the student's grade level. Part-time, virtual only, or off-campus students who do not meet full-time enrollment status within the district are not eligible to serve in or be nominated for such roles. Dual enrolled students may participate if they meet the full-time enrollment requirements.

Students are allowed to satisfy the one required physical education credit by taking the personal fitness course (1501300) **and** any other 0.5 credit physical education course **or** by participating in two full seasons of JV or varsity sports, JROTC, or Marching Band. However, they cannot be awarded 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.

~~High School 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.~~

~~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 regard 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 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.~~

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~~. Pass the 10th grade ELA assessment and Algebra 1 EOC as required by the state of Florida. Students may use concordant scores from the ACT/SAT/CLT.
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 (except for Baker County Virtual School students) are not permitted to participate in graduation ceremonies. A student with a disability who elected to defer receipt of the diploma to continue to receive transition and/or educational services, may participate in graduation ceremonies.

Participation in commencement exercises and other senior activities is a privilege and not a right. The Superintendent or designee may deny participation in commencement exercises and related senior activities to any student whose conduct is determined to be inconsistent with the safety, security, or orderly operation of the event.

Students who are subject to active felony charges that result in detention, alternative placement, exclusion from school activities, or other circumstances that prevent safe participation in commencement exercises may be deemed ineligible to participate in graduation ceremonies and related senior activities. Such determinations shall be made on a case-by-case basis by the Superintendent or designee in accordance with School Board policy and applicable law.

A student's eligibility to receive a diploma shall not be affected by a decision regarding participation in commencement exercises, provided all graduation requirements have been met.

~~CERTIFICATE OF COMPLETION REQUIREMENTS~~

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

~~Students must complete the following in order to receive a certificate of completion:~~

~~Earn the 24 or 18 credits required by the state based upon the original diploma designation.~~

~~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.~~

Exceptional Student Education (ESE)

Students who need the specialized instruction services offered by the Exceptional Student Education Program will follow the approved procedures as outlined in the district's Exceptional Student Education Policies and Procedures Manual (SP&P).

- https://beessgsw.org/#/Spp/Institution/c9636804-1893-4300-b48a-db5ec097cb6e/Document/a2623ae8-024d-4b77-a4de-5aaf5575dc83/Public

For more detailed information regarding student progression see the section in this document entitled Exceptional Student Education. (Hyperlink)

ESE Eligibility and Programs

Programs for Students with Disabilities

In accordance with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 et seq.; Section 1003.57, Florida Statutes; and State Board of Education Rules 6A-6.03011 through 6A-6.03031, Florida Administrative Code (F.A.C.), the Baker County School District is committed to identifying, locating, evaluating, and providing a Free Appropriate Public Education (FAPE) to eligible children with disabilities beginning at age three and continuing through the school year in which the child turns five.

The Baker County School District offers services for students with a range of exceptionalities. Eligibility for these programs is determined by State Board Rule and documented in the Exceptional Student Education Policies and Procedures (SP&P). Most referrals require documentation of the Multi-Tiered System of Supports (MTSS) and assessments. Related services, such as Occupational and Physical Therapy, are available but do not stand alone as separate programs.

- Autism Spectrum Disorder (ASD) – Rule 6A-6.03023, F.A.C.
- Deaf or Hard of Hearing (DHH) – Rule 6A-6.03013, F.A.C.
- Developmentally Delayed (DD), Ages 3–9 – Rule 6A-6.03027, F.A.C.
- Dual Sensory Impairment (DSI) – Rule 6A-6.03022, F.A.C.
- Emotional/Behavioral Disability (E/BD) – Rule 6A-6.03016, F.A.C.
- Gifted (G)** – 6A-6.03019. F.A.C.
- Intellectual Disability (IND) – Rule 6A-6.03011, F.A.C.
- Language Impairment (LI) – Rule 6A-6.030121, F.A.C.
- Orthopedic Impairment (OI) – Rule 6A-6.030151, F.A.C.
- Other Health Impairment (OHI) – Rule 6A-6.030152, F.A.C.
- Specific Learning Disability (SLD) – Rule 6A-6.03018, F.A.C.

- Speech Impairment (SI) – Rule 6A-6.03012, F.A.C.
- Traumatic Brain Injury (TBI) – Rule 6A-6.030153, F.A.C.
- Visual Impairment (VI) – Rule 6A-6.03014, F.A.C.
- Homebound or Hospitalized (HH) – Rule 6A-6.03020, F.A.C., when applicable.

*Students may be identified as developmentally delayed from age birth through 9 years or through the student's completion of grade 2, whichever occurs first.

**Upon entry into first grade, students who have been determined eligible for gifted services shall receive services as identified in their Educational Plan (EP) and in accordance with district gifted education procedures.

Children determined eligible for ESE services will receive specially designed instruction and related services in the Least Restrictive Environment (LRE), as determined by the Individual Educational Plan (IEP) team. Services will be provided in accordance with IDEA, Florida Statutes, State Board of Education Rules, and district procedures to ensure meaningful educational benefit and access to age-appropriate learning opportunities.

The district shall fulfill its Child Find responsibilities under IDEA and Section 1003.57, Florida Statutes, by actively identifying, locating, and evaluating children suspected of having disabilities who may be in need of special education and related services.

Baker County Schools' ESE Pre-Kindergarten Program for Children with Disabilities serves children ages 3 to 5 who have a sensory, physical, mental, or emotional condition that significantly affects normal developmental milestones. Eligibility is based on meeting state-defined criteria for one or more disabilities, excluding gifted services.

Related services, such as Occupational Therapy or Physical Therapy, are provided if the child qualifies for another ESE program. Placement in a Pre-K program is determined by the student's IEP, and services may be delivered in a clinic or full-time school setting.

Three- and four-year-olds with IEPs requiring more intensive support than support facilitation are placed at Baker Learning Center in a blended classroom, taught by a certified ESE teacher and a paraprofessional, alongside typically developing VPK students. These students participate in the VPK classroom but do not access their Certificate of Eligibility because they receive ESE services. Four-year-olds who are able to learn with support facilitation are placed in inclusive classes at their home-zoned schools, where they receive assistance from a support facilitation teacher and therapists as needed.

English Language Learners: All students who qualify for an ESE program must have equal access to appropriate programs based on their needs. Students will not be restricted from programs because of limited English proficiency. Eligibility for ESE programs and services is determined through a comprehensive evaluation process conducted by a multidisciplinary team and documented in accordance with the Florida Department of Education Exceptional Student Education Policies and Procedures (SP&P). When applicable, documentation of interventions and supports provided through the Multi-Tiered System of Supports (MTSS) framework, along with evaluation data and assessments, are considered in determining eligibility for ESE services.

Occupational Therapy (OT) and Physical Therapy (PT) are considered related services as defined by IDEA and Rule 6A-6.03411, F.A.C., and are not offered as stand-alone ESE programs. These related services may be provided if the IEP team determines they are necessary to help a child with a disability benefit from special education services.

Extended School Year (ESY)

ESY services must be considered each year for every student with a disability. According to the IDEA,

“Extended school year services must be provided only if a child’s IEP Team determines, on an individual basis, that the services are necessary for the provision of FAPE to the child” (34 C.F.R. § 300.106(a)(2)). Florida Administrative Code also requires school districts to provide ESY services when the IEP team deems them necessary for a student to receive a FAPE. Rule 6A-6.03028(3)(g), F.A.C., specifies that the need for ESY services must be determined individually for each student by the IEP team.

The IEP team must review relevant data to determine whether ESY services are necessary to ensure that the student receives FAPE. In making this decision, the team should consider the student's unique educational needs and may examine factors such as regression and recoupment, emerging skills, critical points of instruction, the nature and severity of the disability, the student's rate of progress, behavioral and communication needs, and other pertinent educational data. ESY services cannot be restricted by disability category, service availability, administrative convenience, or the presence of alternative programs.

Gifted

Students transferring from another Florida school district with an active gifted eligibility determination and EP will receive comparable services upon enrollment, pending a review of their records. For students transferring from another state, the district will initially provide services similar to those outlined in the student's current EP or placement, based on available records, assessments, and documentation from the sending school or district.

The district will review the student's records to determine if the student meets Florida's eligibility criteria for gifted services as outlined in Rule 6A-6.03019, F.A.C. If additional information is needed to establish eligibility, the district may conduct a reevaluation or request further assessments and documentation. Comparable services will continue during this review process to ensure uninterrupted educational programming.

Grading

Grading for ESE students should follow the same guidelines as all students.

High School Graduation Options for Students with Disabilities

Students with disabilities can earn a standard high school diploma through any graduation option available to all students, as outlined in Sections 1003.4282(1-9) and 1002.3105(5), Florida Statutes. Most students with disabilities will follow one of these pathways to obtain their diploma.

Additionally, students with disabilities may qualify for specific standard diploma options under Section 1003.4282(10), Florida Statutes, and Rule 6A-1.09963, Florida Administrative Code. These options offer a pathway for students following Florida’s State Academic Standards Access Points and participating in the Florida Alternate Assessment, as well as a pathway based on achieving academic and employment competencies determined by the IEP Team.

The IEP Team, which includes the parent and the student, will determine the most appropriate graduation option based on the student’s unique needs, strengths, preferences, interests, and post-secondary goals. This choice must be documented in the student’s IEP and reviewed annually as part of the transition planning process required by Section 1003.5716, Florida Statutes.

Students placed in Access Points courses must have informed, written parental consent before enrollment, as required by Rule 6A-6.0331, Florida Administrative Code. Being in access courses does not prevent a student from earning a standard high school diploma if all graduation requirements are met.

The IEP Team can revisit and revise the graduation option at any time. Students may shift between graduation pathways based on their progress, transition needs, and post-secondary goals. Once a student with a disability meets the requirements of any authorized diploma option under Sections 1003.4282 and 1002.3105(5), Florida Statutes, they will be awarded a standard high school diploma.

The requirements for Scholar and Merit Designations, established in Section 1003.4285, Florida Statutes, must be discussed with parents of students with disabilities—or with the student if educational rights have

transferred at the age of majority. If the parent or adult student chooses to pursue one of these designations, the decision should be documented in the IEP, and the IEP should outline a course of study and graduation option that enables the student to meet the requirements. To earn a Scholar or Merit Designation, students with disabilities must satisfy the same statutory requirements as all students.

Students with disabilities who earn a standard high school diploma may defer receiving the diploma and continue to receive services, as provided in Section 1003.4282(10) and Section 1003.5716, Florida Statutes, if the IEP Team and the parent or adult student agree this is appropriate.

Access Courses and Alternate Assessment for Students with Significant Cognitive Disabilities

All students entering grade 9 are initially enrolled in the general education curriculum and core academic courses. However, if the IEP team determines that a student has a significant cognitive disability, and that instruction through the Florida Standards Access Points is the most appropriate way for the student to access the state standards curriculum, the student may be enrolled in access courses. Students in access courses receive instruction aligned to the Access Points and participate in the Florida Standards Alternate Assessment (FSAA), as determined by the IEP team. These procedures are established in compliance with HB 1105.

Access courses are approved by the State Board of Education and are listed in the Florida Course Code Directory and Instructional Personnel Assignments. The IEP team determines eligibility for access courses and alternate assessment participation through a comprehensive review of multiple sources of data, such as cognitive assessments, achievement data, statewide and district assessment results, adaptive behavior assessments, language evaluations, medical and mental health information, educational history, classroom observations, and the student's response to instruction and intervention.

A student is determined to have a significant cognitive disability based on evidence that the disability substantially impacts intellectual functioning and adaptive behavior and significantly limits the student's ability to participate in the general education curriculum across academic, communication, independent living, social, community, leisure, and vocational settings.

As required by Rule 6A-6.0331, Florida Administrative Code, written parental consent must be obtained and renewed annually before a student can receive instruction through the Florida Standards Access Points curriculum.

Students with disabilities pursuing a standard diploma under the graduation option outlined in section 1003.4282(10)(b)1., Florida Statutes, and whose IEP team has determined that participation in the Florida Standards Alternate Assessment is the most appropriate measure of achievement, may substitute eligible secondary Career and Technical Education (CTE) courses for the following graduation requirements:

- English IV;
- One mathematics credit, excluding Algebra I and Geometry;
- One science credit, excluding Biology I; and
- One social studies credit, excluding United States History

The substituted CTE course must include content related to the academic course requirement it replaces. When determining appropriate substitutions, district staff should use the Florida Course Code Directory, CPALMS, and relevant state guidance. Exceptional Student Education Career and Technical Education (ESE-CTE) courses may also be used, provided the course content aligns with the required academic standards.

Students earning credits through employment-based instruction may enroll in approved employment-related courses, including Career Placement and other employment-based courses identified in the current Florida Course Code Directory.
Students with disabilities participating in virtual, blended, or online learning environments must have access to appropriate instructional supports, accommodations, assistive technology, and services as documented in their

IEP. To support their success, students may participate in online instructional activities such as video conferencing, virtual tutoring, digital instructional materials, electronic assignment submission, collaborative learning platforms, online feedback systems, and other technology-based tools tailored to their individual educational needs.

Parental Approval Requirements for Students with Disabilities

Certain decisions regarding a student's IEP require parental approval, or approval by the adult student when educational rights have transferred at age 18. According to Section 1003.5716(3), Florida Statutes, any change to a student's measurable long-term post-secondary education and career goals must be approved by the parent or adult student. Additionally, such changes are subject to verification by an independent reviewer chosen by the parent, in accordance with Section 1003.572, Florida Statutes.

For students entering grade 9 in the 2014-2015 school year and beyond, Section 1003.4282(10), Florida Statutes, requires parental approval for any change in the high school graduation option specified in the IEP, as well as for any waiver of statewide standardized assessment results. These decisions are also subject to independent review under Section 1003.572, Florida Statutes.

In accordance with Rule 6A-6.0331, Florida Administrative Code, students receiving instruction through the Alternate Academic Achievement Standards (Access Points) and participating in the statewide alternate assessment must have written parental consent on file, using the Florida Department of Education's approved consent form.

If a parent does not attend an IEP meeting where a decision requiring parental approval is made, the district must provide the parent or adult student with the revised IEP, information about the applicable approval requirements, and district contact information for responding to the proposed action. If parental approval is not granted, the IEP team should reconvene as needed to address the concerns raised and work toward consensus. Parents retain all procedural safeguards provided under the IDEA, including mediation and due process rights.

Employment and Transition Services for Students with Disabilities

In accordance with the IDEA, 20 U.S.C. §1400 et seq., and 34 C.F.R. §§300.43 and 300.320(b), transition services are intended to ensure a smooth shift from school to post-secondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, and community participation. Transition planning must begin by age 16—or earlier if the IEP Team deems appropriate—and includes measurable post-secondary goals and related services within the Student's IEP.

Under Section 1003.4282(10), Florida Statutes, students with disabilities may earn a standard high school diploma by following a graduation pathway that integrates paid employment as part of transition planning. School districts, students, families, and community partners, including the Florida Division of Vocational Rehabilitation and other relevant adult service agencies should work together to secure employment opportunities that support each student's post-secondary and career aspirations.

Per Section 1003.4282(10)(b)2.c., Florida Statutes, students in the employment-based graduation pathway must be employed at or above minimum wage, in compliance with the federal Fair Labor Standards Act (FLSA), for the duration and hours outlined in their employment transition plan and for at least one semester. Employment documentation and progress toward transition goals should be regularly reviewed through the IEP process.

Districts may assist students in building workplace skills and securing employment by offering relevant courses from the Florida Course Code Directory, such as Career Preparation (7980110), Career Experiences (7980120), Career Placement (7980130), Supported Competitive Employment (7980150), and other approved career or technical education classes. These courses can count as elective credits or replace other career and technical education requirements as appropriate and may be repeated to reinforce employment skills and support transition objectives.

Transition services, as outlined in Rule 6A-6.03411 and Rule 6A-6.03028, Florida Administrative Code, must be informed by age-appropriate assessments and coordinated activities designed to improve students' academic and functional outcomes, supporting their transition from school to post-school life. The IEP Team should consider the students' strengths, preferences, interests, and post-secondary goals when planning transition and employment experiences.

When appropriate, and with consent from parents (or from the student if rights have transferred at age 18), agencies responsible for providing or funding transition services may be invited to participate in IEP meetings, as required by IDEA and Rule 6A-6.03028, Florida Administrative Code.

If paid employment is not obtained, or if it is lost before the student fulfills the employment requirements for graduation and no suitable alternative can be arranged, the IEP Team must review all other standard diploma options under Section 1003.4282, Florida Statutes. The team should determine if the student has met—or could meet with further coursework and supports—the criteria for an alternative graduation pathway.

Deferral of Receipt of a Standard High School Diploma

Under Section 1003.4282(10)(c) of the Florida Statutes and Rule 6A-1.09963(6) of the Florida Administrative Code, students with disabilities who meet the criteria for a standard high school diploma have the option to defer receipt of their diploma. This allows them to continue accessing FAPE through age 21, provided they remain eligible for ESE services and their IEP specifies a continued need for special education, transition planning, transition services, or related supports.

To be eligible for diploma deferral, students must enroll in at least one of the following programs or activities:

- Accelerated college credit instruction, including dual enrollment, Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), early admission, or credit-by-examination programs;
- Industry certification courses that lead to college credit;
- A collegiate high school program;
- Courses that fulfill the Scholar diploma designation; or
- A structured work-study, internship, supported employment, or pre-apprenticeship program supporting the student's post-secondary education, employment, and independent living goals.

Transition services are provided in compliance with the IDEA and 34 C.F.R. §300.43. These coordinated activities are tailored to the student's strengths, preferences, interests, and needs, aiming to boost academic and functional achievement and to support the transition from school to post-school opportunities, including further education, vocational training, employment, adult services, independent living, and community participation.

The IEP team discusses the diploma deferral option as part of transition planning. The district is responsible for:

- Review the benefits and implications of diploma deferral with the student and parent;
- Provide written information about available education, transition, employment, and community programs;
- Document the deferral decision within the IEP;
- Obtain written consent using a district-approved diploma deferral form that is separate from the IEP; and
- Ensure accurate reporting and documentation of the student's deferral status.

The parent—or the student, if 18 or older with transferred educational rights—must elect to defer the standard diploma no later than May 15 of the anticipated graduation year. If this decision is not made by the deadline, the standard diploma will be issued, and the district's FAPE obligation will end.

A student who defers the standard diploma remains eligible for services until the end of the school year in which they turn 22, voluntarily accept the diploma, or become ineligible under law. Accepting the standard diploma changes the student's educational status and ends their entitlement to FAPE under IDEA.

Students who defer a standard high school diploma may take part in senior and graduation activities, but they are permitted to participate in a graduation ceremony only once.

Homebound or Hospitalized Services

Homebound or Hospitalized (H/H) services support students who have a medically diagnosed physical or psychiatric condition—whether acute, catastrophic, chronic, or a recurring illness due to a persistent medical issue—that confines them to the home or hospital and restricts their activities for an extended period. Eligibility and services are determined in accordance with Rule 6A-6.03020 of the Florida Administrative Code, Section 1003.57 of the Florida Statutes, and the IDEA.

To be eligible for H/H services, a student must provide a current medical report from a licensed physician—or a licensed psychiatrist when appropriate—documenting the following:

- The disabling condition or diagnosis and any educational implications;
- A statement that the student is unable to attend school;
- The plan of treatment;
- Recommendations regarding school re-entry and other school-related activities; and
- The estimated duration of the condition or prognosis.

The physician must certify that the student is expected to be absent from school for at least fifteen (15) consecutive school days—or, for chronic conditions, at least fifteen (15) school days that do not need to be consecutive. The student must be confined to the home or hospital, able to participate in and benefit from instruction, undergoing medical care, and able to receive instructional services without endangering the health or safety of the instructor or others.

For students with disabilities, the IEP team will review medical documentation and determine eligibility for H/H services. An IEP must be developed or revised after eligibility is determined and before placement in the Homebound or Hospitalized program. For students served under Section 504, the Section 504 team will determine appropriate accommodations and services.

Pursuant to Section 1003.455, Florida Statutes, parents of students in kindergarten through grade 8 who are eligible for H/H services shall be provided with written information regarding physical education requirements and available waiver options. Any parent request to waive the physical education requirement shall be documented in the student's IEP or Section 504 Plan, as applicable.

Homework

Homework assignments may be modified or adapted as specified in the student's IEP. Beyond traditional homework, additional assignments may be provided to support the goals and objectives outlined in the IEP.

Promotion

Promotion for exceptional students will follow the same procedures as those for general education students, including those enrolled in access points courses and alternate assessments. Additional details are provided in the corresponding grade level section of this Student Progression Plan.

Report of Progress

Parents or legal guardians of students with disabilities will receive a statement outlining progress toward IEP annual goals, including whether progress is sufficient to achieve those goals by the IEP's annual review date. Notifications will be provided as frequently as report cards are issued (34 CFR 300.320).

Report Cards

All schools will utilize a district-approved report card for ESE students. Report cards will be distributed to all students at regular intervals established by the superintendent.

Retention

Students with IEPs who are pursuing a standard diploma are subject to the same retention guidelines as students in general education. Refer to the relevant sections of this document for general education promotion requirements and retention considerations. Students with IEPs may be exempted from mandatory third-grade retention for good cause, as outlined in state statute. In exceptional cases, the IEP team may convene to consider retention for students following access points for significant cognitive disabilities. Retention decisions will be made individually by the IEP team, including the school principal or designee and the Director of ESE or designee. Special attention should be given to educating students with disabilities alongside their age-appropriate peers throughout their school experience. Placement in a self-contained classroom should not be used as a means to avoid retention.

Summary of Performance (SOP)

When a student with an IEP graduates from high school with a standard diploma, or on the student's 22nd birthday, the school is required to provide a summary of academic achievement and functional performance. The SOP will include recommendations and means to meet post-secondary goals.

The SOP must be completed during the student's final year of high school. It is most effective when developed as part of the transition IEP process, allowing the student to actively participate. The SOP should include the most current information on the student's performance, as well as their abilities and aspirations.

Student Participation in Standardized Testing

Students with exceptionalities are expected to participate in the state testing program. State Board of Education Rule 6A-1.0943 provides for accommodations that allow students with disabilities to demonstrate their abilities, rather than reflect the impact of sensory, manual, speaking, or psychological impairments. Alternatively, students may participate in an alternate assessment if they meet the criteria outlined in the rule. The Florida Standards Alternate Assessment (FSAA) should be used to provide a meaningful evaluation of a student's academic achievement if all the following criteria are met:
1. The student has a significant cognitive disability.
2. The student is unable to master grade-level state content standards, even with appropriate instructional accommodations, assistive technology (AT), or accessible instructional materials.

3. The student participates in a modified curriculum based on Sunshine State Standards access points for all academic areas, and
4. The student requires extensive direct instruction in academics based on access points to acquire, generalize, and transfer skills across settings.

Students who take a Florida Standards Alternate Assessment (FSAA) for an End-of-Course (EOC) exam must include their assessment score in the final course grade. The formula for calculating the final course grade is as follows:

For courses with a state EOC: (Semester 1 Percentage Grade × 0.35) + (Semester 2 Percentage Grade × 0.35) + (State EOC Grade × 0.30).

Students may retake the statewide EOC to improve their course grade, as permitted under the grade forgiveness law.

Waiver of Statewide, Standardized Assessment Results for Students with Disabilities

The statutory authority for a waiver of statewide, standardized assessment results is included in S. 1008.22(3)(c)1 requires that school districts provide instruction to prepare students with disabilities to demonstrate satisfactory performance in the core content knowledge and skills necessary for successful grade-to-grade progression and high school graduation. Assessment results may be waived under specific circumstances for students with disabilities for the purpose of receiving a course grade or a standard high school diploma. Specific requirements regarding the waiver process are found in S. 1008.22(3)(c)2.
To be considered for a statewide, standardized assessment results waiver, the following criteria must be met:

1. The student must be identified as a student with a disability, as defined in S. 1007.02,
    a. The term "student with a disability" means a student who is documented as having an intellectual disability; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; an emotional or behavioral disability; an orthopedic or other health impairment; an autism spectrum disorder; a traumatic brain injury; or a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia.

2. The student must have an IEP.
3. The student must have taken the statewide, standardized assessment with appropriate allowable accommodations at least once.
4. In accordance with S. 1008.22(3)(c)2., the IEP team must make a determination of whether a statewide, standardized assessment accurately measures the student's abilities, taking into consideration all allowable accommodations for students with disabilities.

A student with a disability, as defined in S. 1007.02, for whom the IEP team determines that the statewide, standardized assessments under this section cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have assessment results waived for the purpose of receiving a course grade and a standard high school diploma. Such waiver shall be designated on the student's transcript. The statement of waiver shall be limited to a statement that performance on an assessment was waived for the purpose of receiving a course grade or a standard high school diploma, as applicable. If a student is granted an EOC waiver for a statewide, standardized assessment, the EOC exam will not be calculated as 30% of the student's grade.

A student with a disability, as defined in S. 1007.02, for whom the IEP team determines that the End of Course Exam (EOC), standardized assessments under this section cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have EOC assessment results waived for the purpose of receiving a course grade. If a student is granted a waiver for an EOC, the exam score will not be calculated as district designated percentage of the student's grade.

Districts cannot make a policy decision to unilaterally grant the waiver of any statewide, standardized assessment results to all students with disabilities. The IEP team must consider each student individually for each assessment for which the student may be eligible to waive the statewide, standardized assessment results. The parent/legal guardian, or student whose rights have transferred, must provide written consent via signature for the waiving of each statewide, standardized assessment result.
The IEP team may meet at any time to:

- Verify that the criteria have been met
- Document the team's determination and information analyzed in making the decision

It is recommended that the IEP team meet soon after the assessment results are available to ensure that needed documentation is readily accessible.

To determine that the results of a statewide, standardized assessment, or EOC are not an accurate measure of the student's abilities the team may review evidence that includes, but is not limited to:

- Classroom work samples reflecting satisfactory performance as defined by a grade of 70% of each required standard
- Course grades
- Teacher observations
- Relevant classroom data derived from formative assessments
- Intensive remediation activities on the required course standards
- Higher level, related coursework (honors, advanced placement, etc.)
- Related post-secondary coursework through dual enrollment
- Other standardized academic assessments, such as the SAT, the ACT or Post-secondary Education Readiness Test (P.E.R.T.).
- Portfolio featuring all of the above

There is no requirement in statute that a student must take the statewide, standardized assessment more than once after a waiver is granted. Students, however, may be encouraged to participate each time the test is offered. There is no requirement in statute that a student must retake the course.

Students with disabilities who choose to pursue ACCEL may be eligible for a waiver of statewide, standardized assessment results under S. 1008.22(3)(c)2., if they meet all requirements above and S. 1002.3105, Academically Challenging Curriculum to Enhance Learning (ACCEL) options.

If after the assessment administration a student is determined to be a student with a disability, the student may be considered for a waiver if the student meets the criteria.

In accordance with S. 1008.22(3)(c)3.a, students who have received instructional accommodations in the classroom that are non-allowable on a statewide, standardized assessment and who meet all the criteria listed may be considered for a waiver of the statewide, standardized assessment results. For example, a student who has been provided literature via audiotape in order to complete assignments and assessments to demonstrate comprehension skills in an English course (a non-allowable accommodations on the 10th grade statewide English language arts [ELA] assessment) may still be considered for a waiver of the statewide, standardized assessment results if the team verifies that all the criteria have been met.

In order for a student to earn a scholar diploma designation, a student must meet the requirements of S. 1003.4285. Statutory requirements and other resources relating to standard diploma designations may also be found at: http://www.fldoe.org/academics/graduation-requirements. Waiver of statewide, standardized assessment(s) cannot be considered for scholar diploma designation.

A student who has solely been determined eligible as a student with a disability through the hospital/homebound program is not eligible for a waiver of statewide, standardized assessment results.

If students have been dismissed from ESE services, they no longer meet the requirements to be considered for a waiver of statewide, standardized results.

If a student with an IEP receives a waiver of results for a statewide, standardized assessment, but is dismissed from ESE services before graduation, the waiver would remain in effect since the results were previously waived for that particular statewide, standardized assessment while the student was eligible. It would not be necessary for the student to take the same statewide, standardized assessment again.

Under S. 1003.433, a student who transfers to Florida from out of state or out of country, including a student in 12th grade, must meet the assessment requirements under S. 1008.22, earn a 2.0 grade

point average and meet all requirements of the school, district, state or country from which he or she is transferring in order to earn a standard diploma. If the student participates in a Florida statewide, standardized assessment and meets the criteria described, the student may be considered for a waiver of statewide, standardized assessment results.

Consideration for a waiver of statewide, standardized or district assessment results is for middle and high school students to earn a course grade or a standard high school diploma. Students in 3rd grade are not eligible to be considered for a waiver of statewide, standardized assessment results to avoid retention.

S. 1008.25(5) states that 3rd graders who score at Level 1 in reading on the statewide, standardized assessment must be retained (not promoted to 4th grade). A student may not be retained more than once in 3rd grade. Students who demonstrate the required reading level through a state-approved alternative standardized reading test or through a student portfolio can be granted a "good cause exemption" and be promoted to 4th grade.

Waiver of Statewide Assessment Results and Graduation Portfolio Requirements

Under Section 1008.22(3)(c)2., Florida Statutes, students with disabilities may be eligible for a waiver of statewide, standardized assessment results to earn a course grade or meet requirements for a standard high school diploma. The student's IEP team is responsible for making the waiver decision, which must be supported by documentation showing that the statewide assessment results do not accurately reflect the student's abilities or achievement of the relevant course standards.

In accordance with Section 1003.4282(10), Florida Statutes, any waiver of statewide, standardized assessment results must be approved by the parent, or by the student if rights have transferred at age 18. The waiver is also subject to verification for appropriateness by an independent reviewer selected according to Section 1003.572, Florida Statutes.

The IEP Team may consider waivers for multiple statewide, standardized assessments during a single meeting. However, each waiver must be reviewed individually, supported by specific documentation, and recorded separately in the student's IEP. The team should consider current and historical data, classroom performance, progress toward standards, accommodations used, and other relevant information to determine whether the waiver criteria are met.

For students taking the Florida Standards Alternate Assessment (FSAA) and pursuing a standard diploma through the access points pathway, Rule 6A-1.09963(3)(d), Florida Administrative Code, requires the development and maintenance of a graduation portfolio that contains quantifiable evidence of student achievement. At a minimum, the portfolio must include:

- A record of courses completed and grades earned;
- Student work samples demonstrating progress and achievement;
- Documentation of growth, progress, and mastery of required course standards and Access Points;
- Results of classroom-based and district assessments, when applicable;
- Evidence of transition-related activities and post-secondary preparation;
- Documentation of community-based instruction, modified occupational completion points (MOCPs), work experience, internships, community service activities, and post-secondary coursework or credit, when applicable; and
- Any other evidence demonstrating the student';s academic and functional achievement. Multimedia portfolios containing electronic evidence, such as video and audio recordings, digital work samples, and other electronic documentation, may be used to satisfy portfolio requirements.

In accordance with the IDEA, 20 U.S.C. §1414(d), decisions about assessment participation, assessment waivers, graduation pathways, and portfolio development must be made by the IEP Team based on the

student's individual needs, strengths, preferences, and post-secondary goals and should be reviewed annually or more often as needed.

Continuous Enrollment

Students with disabilities who previously attended a private school, participated in a home education program, or received services through the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) may enroll or re-enroll in a Florida public school and be considered for a waiver of statewide, standardized assessment results, provided they meet the eligibility criteria established in Section 1008.22(3)(c), Florida Statutes, as well as all other applicable state requirements.

Students with disabilities enrolled in a public charter school or participating in a district-operated or state-approved virtual instruction program are also eligible for a waiver of statewide, standardized assessment results if the IEP team determines that the statutory waiver criteria have been met.

As with all waiver determinations, each assessment waiver must be considered individually by the IEP team, approved by the parent (or adult student whose rights have transferred), and documented according to Sections 1003.4282(10), 1003.5716, and 1008.22(3)(c), Florida Statutes.

Informing the Parent(s) and Student

In accordance with sections 1008.22(3)(c), 1003.4282(10), and 1003.572 of the Florida Statutes, as well as Rule 6A-1.09963 of the Florida Administrative Code (F.A.C.), students with disabilities pursuing a standard diploma may be considered for a waiver of statewide, standardized assessment results if the IEP team determines that the results do not accurately reflect the student's abilities, even after all allowable accommodations have been provided.

Any waiver of statewide, standardized assessment results must be approved by the parent, or by the adult student if rights have transferred. Per section 1003.4282(10)(e), Florida Statutes, the waiver must also be verified for appropriateness by an independent reviewer chosen by the parent, as provided in section 1003.572, Florida Statutes.

The IEP team may review waiver eligibility criteria, allowable testing accommodations, and graduation requirements, and assessment options during any IEP meeting where statewide assessment participation is discussed. Parents and students must be given clear information to support informed decisions about assessment participation and graduation planning.

When considering a waiver, the IEP team must ensure that both the parent and student understand the following:

- The IEP team must document and provide evidence that the student's performance on a statewide, standardized assessment does not accurately measure the student's knowledge, skills, or abilities, even with all allowable accommodations.
- A waiver of statewide, standardized assessment results must be considered separately for each required assessment and documented individually in the student's IEP records.
- If the student does not qualify for a waiver, the district will continue to provide targeted instruction, interventions, intensive remediation, accommodations, and opportunities for assessment retakes, as required by law. All supports and accommodations must be documented in the student's IEP.
- As outlined in section 1003.4282, Florida Statutes, students who have not achieved a passing score on a required statewide assessment may satisfy graduation requirements through assessment retakes, concordant scores in English Language Arts, or comparative scores for the Algebra 1 End-of-Course Assessment, as authorized by the Florida Department of Education.
- Students participating in the Florida Alternate Assessment and pursuing a standard diploma under Rule 6A-1.09963(3)(d), F.A.C., must develop and maintain a graduation portfolio containing quantifiable

evidence of achievement. This portfolio should include documentation demonstrating mastery of course standards and progress toward graduation requirements.

Consistent with Rule 6A-6.0331(1)(e), F.A.C., student performance data, progress monitoring results, and progress toward grade-level standards or access points must be communicated to parents in a clear and understandable format. This communication may include graphs, reports, work samples, portfolio evidence, and other measures that show the student's response to instruction and intervention.

The district remains committed to providing a FAPE as required by the IDEA. This ensures that students with disabilities receive appropriate instruction, accommodations, interventions, transition planning, and support services designed to facilitate progress in the general education curriculum and achievement of post-secondary goals.

Waiver of Statewide, Standardized Assessment Results and Documentation of Satisfactory Performance

Under section 1008.22(3)(c), Florida Statutes, students with disabilities may be eligible for a waiver of statewide, standardized assessment results to earn a course grade or satisfy requirements for a standard high school diploma. The IEP team is responsible for granting or denying a waiver after conducting a comprehensive review of the student's educational data and performance.

After the student has participated in the required statewide, standardized assessment for course completion or graduation, the IEP team shall meet to review the case. During this meeting, the team must analyze multiple sources of data, such as classroom performance, course grades, progress monitoring data, work samples, teacher observations, district assessments, and other relevant documentation demonstrating the student's achievement of course standards.

To qualify for a waiver, the IEP team must determine and document that:

- The student's performance on the statewide, standardized assessment did not accurately reflect their abilities, even after considering all allowable accommodations; and
- The student has demonstrated mastery of the relevant course standards and has successfully completed all course requirements.

Each waiver request must be considered individually and documented separately, even if multiple statewide, standardized assessments are reviewed in a single IEP meeting. The IEP team's analysis, supporting data, and determination must be clearly recorded in the student's IEP records as evidence of the decision-making process.

According to section 1003.4282(10)(e), Florida Statutes, any waiver of statewide, standardized assessment requirements must be approved by the parent, or by the student if educational rights have transferred at age 18. Additionally, the waiver decision is subject to verification for appropriateness by an independent reviewer selected by the parent, as outlined in section 1003.572, Florida Statutes.

After the IEP team's determination, the parent may receive written documentation of the waiver decision and its supporting rationale during the IEP meeting. The district must maintain records demonstrating that the student has met all applicable course requirements and standards needed for course credit or a standard high school diploma.

Post-secondary Considerations

Students with disabilities who earn a standard high school diploma remain eligible to pursue a wide range of post-secondary opportunities, such as admission to colleges, universities, and technical colleges; participation in career and technical education programs; military service; and employment. Those who receive a standard diploma through a waiver of statewide, standardized assessment results pursuant to Sections 1003.4282(10) and 1008.22(3)(c), Florida Statutes, are awarded the same standard diploma as all other graduates and may apply for admission to post-secondary institutions.

A waiver of statewide, standardized assessment results does not affect a student';s diploma status or eligibility to seek admission to post-secondary programs. However, students and families should be aware that individual colleges, universities, technical institutions, scholarship programs, military branches, and employers may set additional admission, placement, or eligibility requirements beyond high school graduation requirements.

Co-enrolled students with disabilities in grades 9–12 who participate in adult education courses for credit recovery, grade point average improvement, or earning additional credits remain eligible for consideration of a waiver of statewide, standardized assessment results, provided all statutory requirements are met. The IEP team must review and document eligibility for any waiver in accordance with Florida law and State Board of Education rules.

During transition planning, the IEP team should discuss the potential impact of diploma pathways, assessment waivers, post-secondary entrance requirements, career goals, workforce expectations, and available accommodations in post-secondary settings to support informed decision-making by students and families.

Other Options

Students with disabilities are eligible to receive ESE services starting on their third birthday. These services continue until the student earns a standard high school diploma, receives a State of Florida High School Equivalency Diploma (GED®), or, if the student has deferred receipt of the standard diploma under Section 1003.4282(10)(c), Florida Statutes, until they reach age 22, whichever comes first. Students who defer receipt of the standard diploma may complete transition programs and accept the diploma at any point before turning 22.
Students who have not met statewide assessment requirements for graduation and are not eligible for a waiver of standardized assessment results under Section 1008.22(3)(c), Florida Statutes, may consider the following options:

- Return to high school to continue working toward graduation requirements, including passing the required statewide assessment(s) or meeting eligibility criteria for an assessment waiver, until reaching age 22.
- Earn an approved concordant score on an authorized assessment, such as the SAT or ACT, in line with Florida Department of Education graduation requirements.
- Earn a comparative score on the Post-secondary Education Readiness Test (P.E.R.T.), when applicable under current state graduation requirements.
- Participate in assessment remediation and preparation programs offered through adult education services.
- Enroll in adult education courses designed to prepare for the State of Florida High School Equivalency Diploma (GED®) examination.
- Explore post-secondary and career planning options through transition services, vocational rehabilitation programs, workforce development initiatives, and community-based supports, as appropriate.

The IEP team should ensure that students and parents are fully informed of all available graduation pathways, assessment alternatives, waiver provisions, and post-secondary options. This enables informed decisions about the student's educational program and transition to adult life.

The waiver of statewide, standardized assessment results does not remove the middle school or high school remediation requirement for reading and math pursuant to S. 1003.4156(2) and (3) and S. 1003.4282(5).

Special Exemption from Graduation Test Requirements:

1. As used in this section, the term:
   a. "Circumstance" refers to a situation in which allowable accommodations for a statewide,

standardized assessment, end-of-course assessment, or alternate assessment (per S. 1008.22(3)(c)) are not provided to a student during the current year's administration due to technological limitations. This results in outcomes that reflect the student's impaired sensory, manual, or speaking skills rather than their achievement of the assessment benchmarks.

b. "Condition" refers to an impairment, whether recent or longstanding, that affects a student's ability to communicate in ways required for statewide assessments—even with accommodations. As a result, the assessment reflects the student's impaired sensory, manual, or speaking skills rather than their achievement of assessment benchmarks.

2. If the IEP team determines a student with a disability cannot physically demonstrate mastery of skills on a statewide, standardized assessment, end-of-course assessment, or alternate assessment (per S. 1008.22(3)(c)) due to a circumstance or condition, the student must be granted an extraordinary exemption. However, having a learning, emotional, behavioral, or significant cognitive disability—or receiving homebound or hospitalized services under rule 6A-6.03020, Florida Administrative Code—alone does not qualify a student for an exemption.

3. The IEP team, including the parents, may submit a written request for an extraordinary exemption to the district school superintendent at any time during the school year, but no later than 60 days before the relevant assessment administration. The request must include:

a. A written description of the student's disabilities, including a specific description of the student's impaired sensory, manual, or speaking skills.

b. Written documentation of the most recent evaluation data.

c. Written documentation, if available, of the most recent administration of the statewide, standardized assessment, an end-of-course assessment, or an alternate assessment.

d. A written description of the condition's effect on the student's participation in the statewide, standardized assessment, an end-of-course assessment, or an alternate assessment.

e. Written evidence that the student has had the opportunity to learn the skills being tested.

f. Written evidence that the student has been provided with appropriate instructional accommodations.

g. Written evidence as to whether the student has had the opportunity to be assessed using the instructional accommodations on the student's IEP that are allowable in the administration of the statewide, standardized assessment, an end-of-course assessment, or an alternate assessment in prior assessments.

h. Written evidence of the circumstance or condition as defined in subsection (1).

4. Based on the IEP team's documentation, the school district superintendent will recommend to the Commissioner of Education whether to grant or deny an extraordinary exemption for the assessment. The parent must receive a copy of the district's procedural safeguards (rule 6A-6.03311 of the Florida Administrative Code). If the parent disagrees with the IEP team's recommendation, the IEP team will offer the dispute resolution options described in the safeguards. After receiving the request and supporting documents, the commissioner will review the information, make a determination, and provide written notification to the parent and superintendent within 30 days. If granted, the student's progress will be measured against the IEP goals; if denied, the reasons will be provided in the notification.

5. If a parent disagrees with the commissioner's denial of an extraordinary exemption, they may request an expedited hearing. Upon request, the Department of Education must inform the parents about free or low-cost legal and other relevant services. The Department will arrange a hearing with the Division of Administrative Hearings, which will begin within 20 school days of the request. The administrative law judge will issue a determination within 10 school days after the hearing. The review standard is de novo, and the Department of Education has the burden of proof.

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 "B.E.S.T. Standards and other state-adopted 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 "B.E.S.T. Standards and other state-adopted 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.

C. 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.**

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.~~

GENERAL EDUCATION DEVELOPMENT

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

~~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 https://www.bakerk12.org/departments/finance~~

~~School Site~~	~~Average Amount of Money Expended per Student~~
~~Baker County Pre-Kindergarten/Kindergarten Center~~	~~$10,777.00~~
~~Macclenny Elementary School~~	~~$9,606.00~~
~~Westside Elementary School~~	~~$9,315.00~~
~~Legacy Elementary School~~	~~$7,924.00~~
~~Baker County Middle School~~	~~$8,925.00~~
~~Baker County High School~~	~~$9,019.00~~

~~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, 270 392 South Boulevard East, Macclenny, Florida; Phone – 904-259-6251; E-Mail Address is equity-coordinator@bakerk12.org

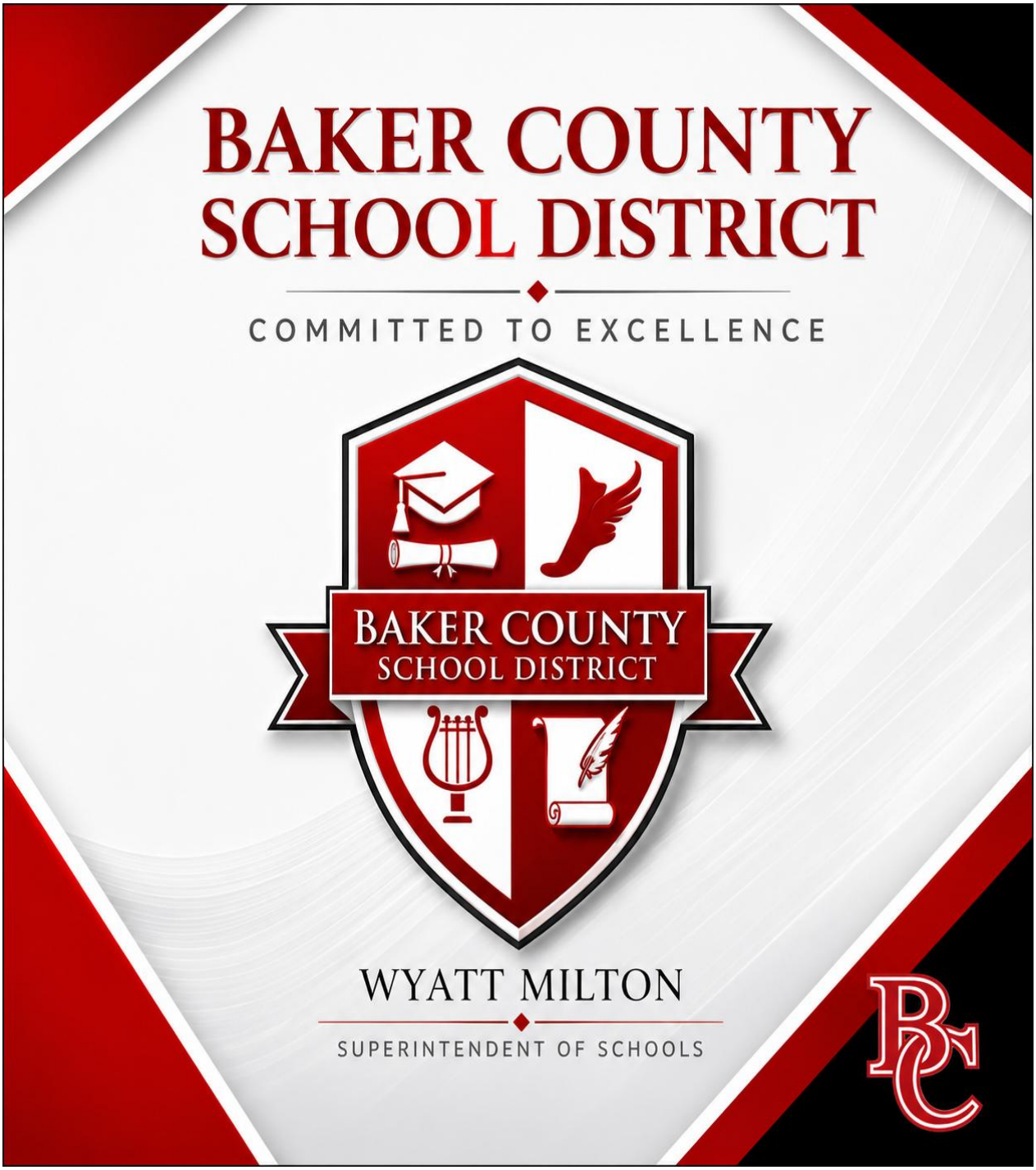
In accordance with Florida Statutes 1008.25, the School Board shall adopt a Student Progression Plan.

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.

~~BAKER COUNTY SCHOOL DISTRICT~~

~~2025-2026~~ 2026-2027

CODE OF STUDENT CONDUCT



DISCRIMINATION

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

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~~ 392 South Boulevard East, Macclenny, Florida; Phone – 904-259-0401; E-Mail Address is equity-coordinator@bakerk12.org. Title IX Coordinator – Thomas Hill (904) 259-0401; Title II Coordinator – Carrie Dopson (904) 259-0401; Section 504 Coordinator – Alice Schmitges (904) 259-7825.

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INTRODUCTION

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

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

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

THE HOME, THE SCHOOL, AND THE STUDENT

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

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

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

APPLICATION OF THE CODE

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

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

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

This Code of Student Conduct applies to ALL students, traditional (brick and mortar students) and non-traditional (including, but not limited to homeschool, PEP, virtual school students, and etc.)

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

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

STUDENT RIGHTS AND RESPONSIBILITIES

Foreword

This section outlines the rights of students in the Baker County School District, along with the responsibilities that accompany those rights. While not all-inclusive, it reflects both constitutional protections and legal expectations.
Individual rights must always be exercised with respect for the rights of others. With freedom comes responsibility, and students must accept accountability for their actions and understand the limits of their rights within the school setting. A well-functioning school community requires a balance—avoiding both excessive control and lack of order.
A key goal of public education is to prepare students for active citizenship in a democratic society. To that end, schools must protect students' constitutional freedoms while fostering a respectful and productive learning environment. By understanding and fulfilling their responsibilities, students help create an equitable and supportive school community for all.

Education

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

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

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

~~**Though a student has a right to an education, the amount, quality and type of education they receive is commensurate with their ability and their efforts expended. No person can guarantee a student an education if they do not apply themselves to the task.**~~ While students are entitled to educational opportunities provided by the District, academic success depends upon regular attendance, active participation, effort, and compliance with school expectations.

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.~~ **Students may express opinions and support causes publicly or privately, provided such expression does not substantially disrupt the educational environment, infringe upon the rights of others, or violate law, Board policy, or school rules.**

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.
Students may respectfully express viewpoints and engage in the discussion of differing ideas without fear of academic penalty solely because of the opinions they hold.
~~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~~. **Speech that constitutes harassment, bullying, threats, intimidation, defamation, or substantial disruption of school operations is prohibited.**

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.~~

Student publications shall operate in accordance with Board Policy 4.070 and applicable law.

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.~~ **Students may assemble peacefully in a manner that does not materially disrupt school operations or interfere with the rights of others.**

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 is terminated until final disposition of charges. **Any student who has been suspended out-of-school may not participate in or attend any extracurricular activities including practices, competitions, performances, and school-sponsored events, through the duration of the suspension.**

Definition of Interscholastic Extracurricular Student Activities

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

Government

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

Students have the right to express concerns, suggestions, and grievances through established school channels without fear of retaliation, provided such expression is conducted respectfully and in accordance with school rules.

DRESS CODE

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

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

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

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

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

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

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

*Chapter 2014-219, Laws of Florida amends section 1006.07, Florida Statutes (F.S.) related to the code of student conduct. This section states that students should not be disciplined or referred to law enforcement for simulating a firearm or weapon while playing or wearing clothing or accessories which depict a firearm or weapon or an opinion

regarding Second Amendment rights. Disciplinary action resulting from inappropriate student clothing or accessories will be consistent with state statutes. If the wearing of clothing or accessory causes a substantial disruption to student learning the infraction may be addressed in a manner that is consistent with school board policies for similar infractions.

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

STUDENT RECORD PRIVACY

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

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

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

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

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

SCHOOL PROPERTY SEARCHES

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

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

DISTRICT TECHNOLOGY RESOURCES

District-owned devices, networks, email accounts, software applications, and cloud-based storage systems are provided for educational purposes and remain the property of the District.

Students should have no expectation of privacy when using District technology resources or District-managed accounts. The District reserves the right to monitor, access, review, and retain information stored, transmitted, or received through District technology systems when necessary for educational, safety, operational, disciplinary, or legal purposes.

Students who use personal devices to access District networks or District-managed accounts are subject to the same expectations regarding appropriate use and conduct.

Violation of this policy may result in disciplinary action, loss of technology privileges, restitution, or referral to law enforcement when appropriate.

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 reasonable searches will be conducted only by school administrators or under the directions of a school administrator/designee.

Lockers, desks, parking areas, and other school property assigned to students remain the property of the District and may be inspected in accordance with law and School Board policy.

DISCIPLINE OF STUDENTS

The Baker County School District is committed to maintaining a safe, orderly, and positive learning environment that supports academic achievement and student success. Student discipline is intended to promote responsible behavior, protect the rights and safety of all members of the school community, and provide opportunities for students to learn from their mistakes.

School administrators will use a progressive discipline approach when appropriate, taking into consideration the severity of the offense, the student's age and maturity, prior disciplinary history, intent, and the circumstances surrounding the incident. Certain offenses may warrant more serious consequences, including suspension, alternative placement, expulsion, or referral to law enforcement.

Disciplinary actions may include, but are not limited to:

1. Verbal warning or conference with the student;
2. Parent/guardian contact or conference;
3. Counseling or behavioral intervention;
4. Restorative practices or conflict resolution activities;
5. Temporary removal from class;
6. Detention;
7. Loss of privileges;
8. Restitution for damaged or stolen property;
9. In-school suspension;
10. Out-of-school suspension;
11. Assignment to an alternative educational setting;
12. Recommendation for expulsion;
13. Referral to law enforcement when required by law or School Board policy; and
14. Other appropriate interventions or consequences consistent with District policy and state law.

Nothing in this Code of Conduct limits the authority of school administrators to take immediate action when necessary to protect the safety, health, welfare, or educational environment of students and staff.

EXAMPLES OF IMPROPER STUDENT BEHAVIOR

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

1. Alcohol
2. Arson
3. Battery
4. Breaking and Entering/Burglary
5. Disorderly Conduct
6. Drugs/THC
7. Fighting/Bullying
8. Homicide
9. Kidnapping
10. Larceny/Theft
11. Malicious Harassment/Hate 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
23. Trespassing
24. Vandalism
25. Weapon(s) Possession (including guns, knives, chemical agents, and brass knuckles)
26. Bomb Threat
27. Tardiness Excess
28. Skipping
29. Abuse of Property
30. Copying/Cheating/Lying
31. Improper Dress
32. Disruptive Behavior/ bullying/Cyberbullying
33. Abusive Behavior to Other Student(s)/Bullying
34. Disrespect Toward Staff/Insubordination
35. School Rules Violation
36. Any conduct resulting in unsafe conditions for others
37. Sexting*
38. Use of racial epithet(s) to denigrate another individual or group
39. Inappropriate use of computer/internet including social media
40. Other major Crime/Violence includes: forgery, extortion, gambling, gang-related activities, secret societies, spreading rumors to cause harm or disrupt schools/district setting, etc.
41. Any unfavorable conduct which brings negative reflection on the school while on school-sponsored trips
42. Any other unfavorable act, which is considered offensive to the school community by the administration
43. Violations of established rules of conduct for school bus students
44. Unauthorized buying or selling of personal property or other items
45. Deliberate tampering of computers, software, technology equipment or materials
46. Capturing still or video images of another student or staff member (including physical attack, sexual assault, hazing)
47. Use of a cell phone, in any manner, during school hours without permission from proper authority is prohibited. Cell phones must be turned off and kept out of sight until the school day has ended. **Cell phones and other electronic devices may be taken and parent may be required to come to school for retrieval if policy is not followed.** Students are responsible for safeguarding their personal belongings, including cell phones. Neither the school, nor the district will be responsible for restricted items if they are brought to school, additional discipline procedures may occur from misuse of cellphones during school hours. Section 1006.07(2)(f), F.S.

48. Knowingly uses or copies the academic work of another and presents it as his own without proper attributions.
49. Hazing**
50. Incident, Hazing Related***
51. False Report on FortifyFL or other social media platforms.
52. Entering or using the incorrect restroom, **s. 553.865(6), F.S.**

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

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

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

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

STUDENT DISCIPLINE CONSEQUENCES

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

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

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

STUDENT PRIVILEGES

For students in Grades 6-12, criteria must be met ~~in order~~ to earn/participate in the following: ~~special privileges~~ ~~at the secondary schools:~~

1. Compete with athletic teams
2. Participate in clubs or other school-related extracurricular activities
3. Attend school-sponsored events which include, but not limited to field trips, Prom, Grad Bash and extracurricular activities.
4. Park on campus

The criteria supports the school district'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 failing 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
5. Insubordination
6. Throwing objects out of windows of moving bus
7. Cutting bus seats or defacing bus in any manner

4. Abuse to other students
8. Repeated Category I infractions

Category III

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

DISCIPLINE GUIDELINES FOR BUS STUDENTS

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

GENERAL GUIDELINES FOR DISCIPLINE OF STUDENTS WITH DISABILITIES

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

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

Suspension of Students with Disabilities

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

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

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

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

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

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

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

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

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

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

DEFINITIONS OF A SERIOUS BREACH OF CONDUCT

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

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

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

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

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

BULLYING, THREATS, ABUSE, INTIMIDATION, AND HAZING

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

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

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

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

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

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

A VERBAL AND/OR WRITTEN THREAT

A student, who commits a verbal and/or written threat to jeopardize the life and/or safety of another student, teacher, or school personnel will have a threat assessment conducted by the Threat Management Team. This includes making a false report on FortifyFL or social media platforms. After the Threat Management Team makes its findings, the information will be shared with the student's parent/guardian and the student may be subject to the following actions:

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

NETWORK/INTERNET ACCEPTABLE USE PROCEDURE

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

NETWORK WARNING

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

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

GENERAL POLICY AND GUIDELINES

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

Guideline 1

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

Guideline 2

Unacceptable uses of the network include:

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

Guideline 3

Users should practice E-mail etiquette by:

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

Guideline 4

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

Guideline 5

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

Guideline 6

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

Guideline 7

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

Guideline 8

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

Artificial Intelligence (AI) Use Guidelines:

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

Educational Purpose:
Teachers may permit AI use for instructional purposes. Students may use AI tools to clarify information, explore ideas, or generate writing prompts. However, AI should never replace original thinking, creativity, or personal judgment.
Privacy and Data Protection:
Students are not permitted to enter any District documents, student or staff names, passwords, or other confidential or identifiable information into AI tools, especially when using District-owned devices, software, or internet access.
Accuracy and Bias:
AI tools may contain errors or reflect biases. Students must verify the accuracy of AI-generated content using credible, primary sources. AI should not be treated as a definitive or credible authority.
Responsible Use:
Students must critically evaluate AI-generated work for accuracy, appropriateness, and potential bias.
Supervisors (teachers or staff) must be notified when AI is used to complete assignments or tasks.
Students must not use AI to complete work that is meant to be done independently or as a substitute for personal effort.
AI use may involve legal considerations, such as intellectual property or privacy rights, and should always comply with all District policies.
Prohibited Use:
Students and staff shall not input confidential, proprietary, or sensitive District data into any AI system.
AI use is strictly prohibited when a teacher has clearly stated it is not allowed for a particular assignment or activity.
For more detailed guidance and permissions, refer to the District's full Artificial Intelligence Policy (Policy 4.265).

STUDENT ARREST FOR A FELONY ACT/CRIME OF VIOLENCE

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

Pursuant to School Board Policy 5.350, students who have active felony charges will be referred to the alternative educational program until the determination of guilt or innocence is made. The student must provide documentation to the school principal or designee showing that the felony charge was reduced to a misdemeanor and/or that all

court requirements have been satisfied, prior to returning to the traditional school setting. If a student is still on Felony Probation they will remain at the BC Alternative School until the probation is completely satisfied.

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

Students who have active felony charges, are on unresolved felony probation, or have committed a crime of violence whether they are in the Alternative School, expelled or in Virtual School, will not be allowed to participate in school sponsored events, including, but not limited to Prom, Grad Bash and Graduation.

DUE PROCESS PROCEDURES

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

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

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

Use and Possession of Tobacco/THC Vaping Devices

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

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

Smoking and Tobacco-Free Environment

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

Definition

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

General Statement of Policy

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

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

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

Enforcement

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

Opportunities for Cessation Programs

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

Exceptions

It is not a violation of this policy:

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

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

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

Program Evaluation

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

DRUG-FREE SCHOOLS

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

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

First Time Offenders

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

Second and Subsequent Offenses

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

Use of Alcohol or Drugs

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

Distribution/Sale/Solicitation of Alcohol or Drugs

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

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

Portable Breath Test

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

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

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

CHAPTER 893, FLORIDA STATUTES, AND CONTROLLED SUBSTANCES

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

SCHOOL SAFETY ZONE

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

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

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

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

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

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

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

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

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

1. Length of time since the dismissal;
2. Participation in community activities;
3. Participation in personal counseling;
4. Pursuit of educational opportunities other than public schools, i.e. tutoring, correspondence courses, etc.;
5. Participation in community service projects;
6. Personal deportment;

7. Recognition of family and civil authority;
8. Personal remorse;
9. Restitution for anything damaged or destroyed related to the dismissal;
10. Specific goals that demonstrate a greater sense of personal values;
11. Letters that document positive behaviors; and
12. Any other points that demonstrate a commitment to proper behaviors that foster feelings of trust and forgiveness.

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

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

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

ATTENDANCE POLICY FOR BAKER COUNTY SCHOOLS

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

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

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

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

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

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

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

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

ATTENDANCE POLICY FOR EXCESSIVE ABSENCES

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

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

Attendance Conference

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

Interventions

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

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

AGRICULTURE SCHOOL ACTIVITIES

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

STUDENT ABSENCE FOR RELIGIOUS HOLIDAYS

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

RESPONSIBILITIES OF PARENTS/GUARDIAN

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

CONTROLLED OPEN ENROLLMENT (COE)

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

PRE-KINDERGARTEN AND KINDERGARTEN STUDENTS

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

ATTENDANCE POLICY FOR EXCUSED ABSENCES – PURSUANT TO F.S. 1003.-24(4)

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

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

ATTENDANCE POLICY FOR STUDENTS IN GRADES K-5

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

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

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

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

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

4. A written statement from the parent explaining the reason for the absence(s). This parent right may only be used to cover 3 ~~days~~ absences per semester (this includes tardies, late check-ins and early check outs);

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

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

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

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

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

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.

Student Check Outs:
Parents are requested not to check-out their student during the last 30 minutes of the school day.

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.

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

ATTENDANCE POLICY FOR STUDENTS IN GRADES 6-12

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

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

Student Absence from School

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

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

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

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

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

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

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

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

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

NOTE: 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 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%.

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

Students Being Tardy ~~to School~~

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

Student Check Outs:

Parents are requested not to check-out their student during the last 30 minutes of the school day.

Perfect Attendance Awards

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

Procedures and Guidelines for Granting an Appeal

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

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

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

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

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

DRIVER'S LICENSE LAW

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

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

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

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

PROCEDURES AND GUIDELINES FOR A HARDSHIP WAIVER HEARING AND APPEAL

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

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

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

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

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

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

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

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

Destruction of and Damage to School Property

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

School Debt

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

DISTRICT GRADING SYSTEM

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

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

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

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

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

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

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 Mrs. Alice Schmitges, Director of Student Services, 420 S. 8th Street, Macclenny, Florida, 32063, and telephone (904) 259-7825.

ENGLISH LANGUAGE LEARNER

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

SCHOOL HEALTH SERVICES

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

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

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

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

Medication Administration

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

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

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

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

No student will be allowed to carry prescription 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:

~~2025-2026~~ 2026-2027 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 item shall be null and void, and the aforesaid regulation shall prevail.

AGENDA ITEM NO. 5.1

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Steve Cannon - (259-0432)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Quarterly Update Presentation by Director of School Safety

ATTACHMENTS:
07.20.2026 Quarterly Update by Director of School Safety_S.Cannon.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

School Safety and Auxiliary Services
270 East Jonathan Street
Macclenny, FL 32063
(904) 259-3931
www.bakerk12.org

Wyatt Milton, Superintendent

July 7, 2026

Superintendent Milton,

The purpose of this correspondence is to request time to present to you and the board the findings from the Office of Safe Schools compliance visit in quarter 4. 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 the quarterly results for quarter 4 to the board at the next meeting on July 20, 2026.

Regards,

Steve Cannon

Director of School Safety and Auxiliary Service

District	Number of School Facilities	Number of Schools Inspected or Reinspected	Percentage of Schools Inspected or Reinspected	Number of Inspected Schools With No School Safety Requirement Deficiencies	Percentage of Inspected Schools With No School Safety Requirement Deficiencies
BAKER	7	0	0	0	0

AGENDA ITEM NO. 8.1

Item Cover Page

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

DATE:	July 20, 2026
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 July 20, 2026.

ATTACHMENTS:
07.20.2026 Approval of the Personnel Items List_W.Milton.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON JULY 20, 2026

RESIGNATIONS FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Ambrose	Mary Theresa		Early Retirement	Executive Director of Finance / Support Services (261 Days)	District Office	April 30, 2027
Anderson	Maria			Bus Aide (186 Days)	Transportation	May 25, 2026
Bingham	Lucie			Teacher, Varying Exceptionalities (197 Days)	Baker County Pre-K / Kindergarten Center	July 2, 2026
Bonak	Debra			Paraprofessional ESE, Ages 3-5 (187 Days)	Baker County Pre-K / Kindergarten Center	May 22, 2026
Horne	Kelly		Retirement	Principal (261 Days)	Macclenny Elementary School	June 30, 2026
Taylor	Hagan			Teacher, Pre-Kindergarten CDA (197 Days)	Baker County Pre-K / Kindergarten Center	May 28, 2026
Wallace	Stacey			Post-Secondary Health Science Teacher / Part-Time, As Needed	Career and Adult Education	May 21, 2025
Walters	Gina			School Psychologist (197 Days)	Student Services	May 28, 2026

EMPLOYMENT FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Ballerino	Charna		Transfer from Teacher, Fifth Grade (197 Days), PreK-Kindergarten Center / Replacing Danielle Porter, Unit Reassigned / School Reconfiguration	Teacher Varying Exceptionalities (197 Days)	Baker County Learning Center	July 31, 2026
Barrios	Kristine		Transfer from Data Processor (240 Days), PreK-Kindergarten Center / Replacing Herself, Unit Reassigned / School Reconfiguration	Data Processor (240 Days)	Baker County Learning Center	July 1, 2026
Branch	Heather		Transfer / Promotion from Teacher Language Arts M/J (197 Days), Baker County Middle School / Replacing Deanne Myer	Staffing Specialist (197 Days)	Student Services	July 31, 2026

EMPLOYMENT FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Combs	Rebecca		Transfer / Promotion from Teacher, Sixth Grade (197 Days), Baker County Middle School / Replacing Harli Sweat	Career Specialist (197 Days)	Legacy Elementary School	July 31, 2026
Crews	Nancy		Initial Employment / Replacing Debbie Mobley, Unit Reassigned / School Reconfiguration	Paraprofessional, Pre-Kindergarten (187 Days)	Baker County Learning Center	August 3, 2026
Crews	Rebecca		Transfer from Teacher, Third Grade (197 Days), Macclenny Elementary School / Replacing Rebekah Rowland	Teacher, Social Studies (197 Days)	Baker County High School	July 31, 2026
Dietz	Valerie		Transfer from Teacher Varying Exceptionalities (197 Days), Baker County High School / Replacing Rafala Vonk	Teacher, Mathematics M/J (197 Days)	Baker County Middle School	July 31, 2026
Esterling	Sandra		Initial Employment / Replacing Concepcion Ledezma	Teacher, Foreign Language (197 Days)	Baker County High School	July 31, 2026
Fahy	Terri		Initial Employment / Replacing April Raulerson	Office Aide Guidance Services (216 Days)	Legacy Elementary School	July 20, 2026
Hand	Daphne		Transfer from Teacher Varying Exceptionalities (197 Days), PreK-Kindergarten Center / Replacing Emily Blake	Teacher Varying Exceptionalities (197 Days)	Macclenny Elementary School	July 31, 2026
Holloway	Rachel		Transfer / Promotion from Paraprofessional Elementary (187 Days) at Legacy Elementary School / Replacing Sierra Rhoden	Teacher, Third Grade (197 Days)	Legacy Elementary School	July 31, 2026
Hurlbert	Rhyvonne		Transfer from Paraprofessional ESE Ages 6-21 (187 Days), Westside Elementary School / New Position	Paraprofessional Pre-K (187 Days)	Baker County Learning Center	August 3, 2026
Jacobs	Austin		Transfer from Custodian (261 Days, 8 Hours) at PreK-Kindergarten Center / No Vacancy Swap / Unit Reassigned	Custodian (261 Days, 8 Hours)	District Office	July 1, 2026

EMPLOYMENT FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Lambing	Caile		Transfer / Promotion from Bus Driver (186 Days), Transportation / Replacing Dan Oros, Unit Reassigned / School Reconfiguration	Social / Student Svs Worker (187 Days)	Baker County Alternative School	August 3, 2026
Maurer	Tina		Transfer Within Same Site from Library/Media Aide (197 Days) / Replacing Jamie Crews, Unit Reassigned from 187 Days	Paraprofessional, Title 1 Elem (197 Days)	Macclenny Elementary School	July 31, 2026
Mills	Kimberly		Transfer from Social / Student Svs Worker (187 Days), Legacy Elementary School / Replacing Kayona Hoard, Unit Reassigned / School Reconfiguration	Paraprofessional ESE Ages 6-21 (187 Days)	Baker County Learning Center	August 3, 2026
Mobley	Brooklyn		Initial Employment / Replacing Allison Elledge	Teacher, Third Grade (197 Days)	Westside Elementary School	July 31, 2026
Moore	Jessica		Transfer from Teacher, Third Grade (197 Days), Legacy Elementary School / Replacing Rebecca Crews	Teacher, Third Grade (197 Days)	Macclenny Elementary School	July 31, 2026
Moore	Richard		Transfer from Teacher, Third Grade (197 Days), Legacy Elementary School / Replacing Jason Childers	Teacher, Science (197 Days)	Baker County High School	July 31, 2026
Padgett	Lucretia		Transfer from Library/Media Aide (197 Days), PreK-Kindergarten Center / Replacing Herself, Unit Reassigned / School Reconfiguration	Paraprofessional Pre-K (197 Days)	Baker County Learning Center	July 31, 2026
Register	Elizabeth		Initial Employment / Replacing Brandon Crews	Teacher, Language Arts M/J (197 Days)	Baker County Middle School	July 31, 2026
Sapp	Lilly		Initial Employment / Replacing Rex Harrison	Paraprofessional Elementary (187 Days)	Westside Elementary School	August 3, 2026

EMPLOYMENT FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Sapp	Sarah		Transfer / Promotion from Paraprofessional, Social / Student Svcs Worker (187 Days) at Baker County Middle School / Replacing Megan Waltman, Unit Reassigned from 187 Days	Office Aide Guidance Services (240 Days)	Baker County High School	July 1, 2026
Sirk	Everette		Initial Employment / Replacing Joshua Crews	Landscape Gardener (240 Days)	Facilities / Maintenance	July 9, 2026
Smith	Holly		Initial Employment / New Position	Paraprofessional ESE Ages 6-21 (187 Days)	Baker County Learning Center	August 3, 2026
Vonk	Rafala		Transfer from Teacher, Mathematics M/J (197 Days), Baker County Middle School / Replacing Pamela Young	Teacher, Fifth Grade (197 Days)	Legacy Elementary School	July 31, 2026
Wainwright	Jeffrey		Initial Employment / Replacing Charles Navarra	Teacher, Fourth Grade (197 Days)	Westside Elementary School	July 31, 2026
Waltman	Megan		Transfer / Promotion Within Same Site from Secretary / Bookkeeper, Other Clerical Staff Instruction / Curriculum (261 Days) / New Position, Replacing Herself, Unit Reassigned	Secretary, Instruction / Curriculum (261 Days)	Career and Adult Education	July 1, 2026
Warren	Teresa		Transfer from Custodian (261 Days, 5.5 Hours), PreK-Kindergarten Center / Replacing Herself, Unit Reassigned / School Reconfiguration	Custodian (261 Days, 5.5 Hours)	Baker County Learning Center	July 1, 2026
Weber	Ellie		Transfer from Library/Media Aide (197 Days), Westside Elementary School / New Position, Unit Reassigned from 187 Days	Paraprofessional, Social / Student Svcs Worker (197 Days)	Baker County Learning Center	July 31, 2026

EMPLOYMENT FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
West	April		Transfer from Teacher, Reading M/J (197 Days), Baker County Middle School / Replacing Bridget Taylor	Reading Coach, Elementary (197 Days)	Legacy Elementary School	July 31, 2026
Williams	Gregory		Transfer from Custodian (261 Days, 8 Hours) at Facilities / Maintenance / Replacing Noah Howell, Unit Reassigned from 240 Days, 7.5 Hours	Warehouse Delivery Clerk (261 Days, 8 Hours)	District Office	July 1, 2026
Williams	Nikki		Transfer Within Same Site from Secretary Guidance Services (240 Days) / Replacing Herself, Unit Reassigned	Secretary Guidance Services (187 Days)	Baker County High School	August 3, 2026
Wright	Jermaine		Transfer from Custodian (261 Days, 8 Hours), PreK-Kindergarten Center / Replacing Himself, Unit Reassigned / School Reconfiguration	Custodian (261 Days, 8 Hours)	Baker County Learning Center	July 1, 2026

REAPPOINTMENT LIST FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Ambrose	Mary		Executive Director of Finance / Support Services (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2026-2027
Bennett	Andrea		Teacher, Mathematics M/J (197 Days)	Baker County Middle School	Annual Contract (Pending Availability of Funding)	2026-2027
Davis	Carley		Teacher, Sixth Grade (197 Days)	Baker County Middle School	Annual Contract (Pending Availability of Funding)	2026-2027
Dyal	Kristen		Teacher, Sixth Grade (197 Days)	Baker County Middle School	Annual Contract (Pending Availability of Funding)	2026-2027
Schmitges	Alice		Director of Exceptional Student Education (261 Days)	Student Services	Annual Contract (Pending Availability of Funding)	2026-2027

EXTRA DUTY FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Anderson	John			New Teacher Training	$24.53 Per Hour / Maximum 12 Hours / Funding Source: Federal	July 29, 2026 - July 30, 2026
Branch	Heather			Extended School Year (ESY), Trainings and Workshops, Etc.	Regular Hourly Rate / Maximum 50 Hours / Funding Source: Federal	June 15, 2026 - July 30, 2026
Christopher	Heather			Summer Math Institute	$175.00 Daily Rate / Maximum of 2 Days / Funding Source: General to be Reimbursed by NEFEC	June 24, 2026 - June 25, 2026
Combs	Rebecca			Summer Hours for McKinney-Vento School Based Liaison	Regular Hourly Rate / Maximum 16 Hours / Funding Source: Federal	July 1, 2026 - July 30, 2026
Combs	Tiffany			Summer Math Institute	$175.00 Daily Rate / Maximum of 2 Days / Funding Source: General to be Reimbursed by NEFEC	June 24, 2026 - June 25, 2026
Craven	Morgan			Extended School Year (ESY) Planning, IEP Records Review, Etc.	Regular Hourly Rate / Maximum 75 Hours / Funding Source: Federal	June 1, 2026 - July 30, 2026
Crews	Rebecca			Summer Math Institute	$175.00 Daily Rate / Maximum of 2 Days / Funding Source: General to be Reimbursed by NEFEC	June 24, 2026 - June 25, 2026
Driggers	Melissa			Summer Math Institute	$175.00 Daily Rate / Maximum of 2 Days / Funding Source: General to be Reimbursed by NEFEC	June 24, 2026 - June 25, 2026

EXTRA DUTY FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Dugger	Nicole			CDL Training	Regular Hourly Rate / Maximum 40 Hours / Funding Source: General	June 30, 2026 - July 31, 2026
Elledge	Thomas			Summer Technology Support Services	Regular Hourly Rate / Maximum 50 Hours / Funding Source: General	July 1, 2026 - July 30, 2026
Harrell	Sandra			Summer Hours for ESE Extended School Year	Regular Hourly Rate / Maximum 91 Hours / Funding Source: Federal	June 11, 2026 - July 16, 2026
Hite	Jennifer			Summer Math Institute	$175.00 Daily Rate / Maximum of 2 Days / Funding Source: General to be Reimbursed by NEFEC	June 24, 2026 - June 25, 2026
Karpf	Gracie			Summer Hours for ESE Extended School Year	Regular Hourly Rate / Maximum 91 Hours / Funding Source: Federal	June 11, 2026 - July 16, 2026
Lauramore	Jessica			Summer Hours for ESE Extended School Year (Substitute)	Regular Hourly Rate / Maximum 91 Hours / Funding Source: Federal	June 11, 2026 - July 16, 2026
Macfarlane	Justin			Summer Math Institute	$175.00 Daily Rate / Maximum of 2 Days / Funding Source: General to be Reimbursed by NEFEC	June 24, 2026 - June 25, 2026
McDonald	Emily			Summer Math Institute	$175.00 Daily Rate / Maximum of 2 Days / Funding Source: General to be Reimbursed by NEFEC	June 24, 2026 - June 25, 2026

EXTRA DUTY FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Mills	Kimberly			Summer Hours for ESE Extended School Year	Regular Hourly Rate / Maximum 91 Hours / Funding Source: Federal	June 11, 2026 - July 16, 2026
Mobley	Brooklyn			New Teacher Training	$24.53 Per Hour / Maximum 12 Hours / Funding Source: Federal	July 29, 2026 - July 30, 2026
Norrell	Sonya			Summer Hours for ESE Extended School Year	Regular Hourly Rate / Maximum 91 Hours / Funding Source: Federal	June 11, 2026 - July 16, 2026
Ondish	Amber			Summer Hours for ESE Extended School Year (Substitute)	Regular Hourly Rate / Maximum 91 Hours / Funding Source: Federal	June 11, 2026 - July 16, 2026
Sapp	Sara		Rescind Previously Approved on May 18, 2026	Rescind Assist Guidance Counselor with Scheduling IEP Meetings, Records Reviews, and Other Services for ESE Students for the 2026-2027 School Year	Rescind Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	Rescind July 8, 2026
Stilwell	Wyatt			Summer Math Institute	$175.00 Daily Rate / Maximum of 2 Days / Funding Source: General to be Reimbursed by NEFEC	June 24, 2026 - June 25, 2026
Swindell	Tommie Sue			CDL Training	Regular Hourly Rate / Maximum 40 Hours / Funding Source: General	June 30, 2026 - July 31, 2026
Tabor	Becky			Post-Secondary Health Science Teacher	Regular Hourly Rate / As Needed / Funding Source: General	July 6, 2026 - June 30, 2027
Wainwright	Jeffrey			New Teacher Training	$24.53 Per Hour / Maximum 12 Hours / Funding Source: Federal	July 29, 2026 - July 30, 2026

SUPPLEMENTAL PAY FOR APPROVAL ON JULY 20, 2026						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Buettgen	Betsy		Baker County High School	Nutrition Services Manager	Board Approved Rate	2026 - 2027
Deel	Ellen		Student Services	Staffing Specialist	Board Approved Rate	2026 - 2027
Hand	Daphne		Macclenny Elementary School	ESE Teacher	Board Approved Rate	2026 - 2027
Harris	Norma		Baker County Learning Center	Nutrition Services Manager	Board Approved Rate	2026 - 2027
Jackson	Angela		Macclenny Elementary School	Nutrition Services Manager	Board Approved Rate	2026 - 2027
Johnson	Greg		Baker County High School	Vocational Agriculture	Board Approved Rate	2026 - 2027
Long	Shirley		Westside Elementary School	Nutrition Services Manager	Board Approved Rate	2026 - 2027
MacFarlane	Justin		Baker County Middle School	Student Drop Off / Pick Up (PM Duty Only)	Board Approved Rate	2025 - 2026
Manalo	Lara		Student Services	School Psychologist	Board Approved Rate	2026 - 2027
Miller	Jody		Maintenance / Auxiliary Services	Landscape Coordinator	Board Approved Rate	2026 - 2027
Moore	Myles		Baker County High School	Band Director	Board Approved Rate	2026 - 2027
Rodgers	James		Baker County High School	Varsity Head Coach	Board Approved Rate - Fall	2026 - 2027
Rodgers	James		Baker County High School	Varsity Head Coach	Board Approved Rate - Spring	2026 - 2027
Rourke	Virginia		Legacy Elementary School	Nutrition Services Manager	Board Approved Rate	2026 - 2027
Shields	Jennifer		Baker County High School	Athletic Director	Board Approved Rate	2026 - 2027

SUPPLEMENTAL PAY FOR APPROVAL ON JULY 20, 2026						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Shields	Jennifer		Baker County High School	PLC Leader - PE Department Chair	Board Approved Rate	2026 - 2027
Starling	Janis		Baker County Middle School	Nutrition Services Manager	Board Approved Rate	2026 - 2027
Womack	Jamie		Westside Elementary School	Custodian Coordinator	Board Approved Rate	2026 - 2027

STIPEND LIST FOR APROVAL ON JULY 20, 2026					
LAST NAME	FIRST NAME	MI	ASSIGNMENT	AMOUNT	EFFECTIVE
Bennett	Andrea		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Caley	Kaylan		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Coleman	Karen		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Crawford	Danielle		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Gerard	Sara		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Harrison	Mckenzie		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Holtom	Sharon		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Holton	Ashley		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026

STIPEND LIST FOR APROVAL ON JULY 20, 2026					
LAST NAME	**FIRST NAME**	**MI**	**ASSIGNMENT**	**AMOUNT**	**EFFECTIVE**
Macfarlane	Brianna		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Macfarlane	Justin		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Melton	Rachaelle		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Satterwhite	Cari		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Smith	Jenna		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Smith	Lacy		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Thomas	Baleigh		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Thrift	Pamela		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026
Young	Pamela		Rural Connect Summer Academy 2026	$175.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General (To Be Reimbursed By NEFEC)	July 13, 2026 - July 16, 2026

OCCASIONAL PERSONNEL STAFFING FOR JULY 20, 2026				
LAST NAME	**FIRST NAME**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Fish	Morissa	High School Junior Varsity Cheerleading - Basketball	$750.00 Flat Fee / Funding Source: General	July 1, 2026 - June 30, 2027
Fish	Morissa	High School Junior Varsity Cheerleading - Football	$750.00 Flat Fee / Funding Source: General	July 1, 2026 - June 30, 2027
Fish	Morissa	High School Junior Varsity Cheerleading - Basketball	$750.00 Flat Fee / Funding Source: General	July 31, 2025 - June 30, 2026

OCCASIONAL PERSONNEL STAFFING FOR JULY 20, 2026				
LAST NAME	**FIRST NAME**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Fish	Morissa	High School Junior Varsity Cheerleading - Football	$750.00 Flat Fee / Funding Source: General	July 31, 2025 - June 30, 2026
Kinney	Kristian	High School Competition Cheerleading Coach	$1,030.00 Flat Rate / Funding Source: General	July 1, 2026 - June 30, 2027
Thompson	Jessica	Summer Hours for ESE Extended School Year (Substitute)	$30.00 Per Hour / 20 Hours / Funding Source: Federal	July 1, 2026 - July 16, 2026
Wood	Dana	District Insurance Consultation	$32.00 Per Hour / As Needed / Funding Source: General	July 1, 2026 - June 30, 2027

SUBSTITUTE LIST FOR APPROVAL ON JULY 20, 2026					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Farmer	Joyce		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 7, 2026
Lane	Kimbra		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	July 1, 2026
Roth	Erica		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 13, 2026
Thompson	Jessica		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2026

AGENDA ITEM NO. 8.2

Item Cover Page

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

DATE: July 20, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the June 8, 2026, Executive Session.

ATTACHMENTS:
07.20.2026 Approval of 06.08.2026 Executive Session Minutes_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

MINUTES
EXECUTIVE SESSION (CLOSED TO THE PUBLIC)
Monday, June 8, 2026 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #54

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

SCHOOL BOARD EXECUTIVE SESSION

Closed Executive Session to Discuss BCEA/BCESP Negotiations

The Baker County School Board met on Monday, June 8, 2026, at 9:00 a.m. in a closed meeting at the District School Board Room. The purpose of the meeting was to have a closed Executive Session to discuss negotiations with the Baker County Education Association and the Baker County Education Support Professionals Association. The following Board Members were present to wit: Chairperson Jack Baker Jr., Clayton Lyons, and Amanda Hodges. Superintendent Wyatt Milton, Associate Superintendent of Human Resources Thomas Hill, and Executive Director of Finance, Support Services Teri Ambrose were present for the executive session. Board Member Mandi Canaday and School Board Attorney Leonard Dietzen were present via Google Meet. Vice-Chairperson Tiffany McInarnay was not present at the meeting. No official action was taken during the session.

_____ _____

Superintendent Board Chairperson

AGENDA ITEM NO. 8.3

Item Cover Page

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

DATE: July 20, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the June 15, 2026, School Board Meeting.

ATTACHMENTS:
07.20.2026 Approval of 06.15.2026 Meeting Minutes_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, June 15, 2026 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #54 / Page #15

"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, June 15, 2026, at 9:00 a.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida 32063. The purpose of this meeting was to hold the regularly scheduled Board meeting. Chairperson Jack Baker announced Superintendent Wyatt Milton would give the invocation, followed by the Pledge of Allegiance also led by Superintendent Wyatt Milton.

2. CALL TO ORDER

Chairperson Baker 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 Jack Baker Jr., Vice-Chairperson Tiffany McInarnay, Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton was present for the meeting. School Board Attorney Jeffrey Grosholz was present via Google Meet.

4. PUBLIC HEARINGS

4.1 Public Hearing on the 2025 - 2026 Adoption of New (World Languages) Instructional Materials

Chairperson Baker called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson Baker closed the public hearing on this item.

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 8.1.: Personnel Items, Extra Duty List: Approval of the Addition to Extra Duty for Brianna Dove for VPK Summer School Substitute; Regular Hourly Rate Maximum 153.25 Hours / Funding Source: General, June 15, 2026 - June 30, 2026. Extra Duty for Brianna Dove for VPK Summer School Substitute; Regular Hourly Rate Maximum 153.25 Hours / Funding Source: General, July 1, 2026 - August 7, 2026. Extra Duty for Lisa Nettles for VPK Summer School Teacher; Regular Hourly Rate Maximum 153.25 Hours / Funding Source: General, June 15, 2026 - June 30, 2026. Extra Duty for Lisa Nettles for VPK Summer School Teacher; Regular Hourly Rate Maximum 153.25 Hours / Funding Source: General, July 1, 2026 - August 7, 2026. Extra Duty for Ellie Weber for Summer Hours for ESE Extended School Year; Regular Hourly Rate Maximum 91 Hours / Funding Source: Federal, June 11, 2026 - July 16, 2026.

Chairperson Baker read the additional items to the agenda and entertained a motion from the Board. As recommended:
Mandi Canaday made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

6.2 8.1.: Personnel Items, Occasional Personnel List: Approval of the Addition to Occasional Personnel for Tracy Jones for Summer Hours for ESE Extended School Year (Substitute), $15.75 Per Hour for 50 Hours, Funding Source: Federal, June 11, 2026 - June 30, 2026; Occasional Personnel for Kimbra Lane for VPK Summer School Teacher, $33.43 Per Hour, 153.25 Hours, Funding Source: General, June 15, 2026 - June 30, 2026; Occasional Personnel for Kimbra Lane for VPK Summer School Teacher, $33.43 Per Hour, 153.25 Hours, Funding Source: General, July 1, 2026 - August 7, 2026.
Chairperson Baker read the additional items to the agenda and entertained a motion from the Board. As recommended:
Amanda Hodges made a motion to approve, seconded by Tiffany McInarnay. The motion carried 5-0.

6.3 8.1.: Personnel Items, Extra Duty List: Approval of the Addition to Extra Duty for Heather Crews for Extended School Year (ESY) Planning, IEP Records Review, Etc., Regular Hourly Rate, Maximum 75 Hours, Funding Source: Federal, June 1, 2026 - July 30, 2026.
Chairperson Baker read the additional items to the agenda and entertained a motion from the Board. As recommended:
Tiffany McInarnay made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

7. REMOVAL OF ROUTINE ITEMS

Chairperson Baker asked if any Board member wished to remove a routine item for separate consideration. Hearing none, he continued with the items for action.

8. APPROVAL OF ROUTINE ITEMS

Chairperson Baker entertained a motion from the Board to approve the routine items. As recommended: Clayton Lyons made a motion to approve the routine items, seconded by Tiffany McInarnay. The motion carried 5-0.

8.1 Approval of the Personnel Items List for Approval on June 15, 2026.

8.2 Approval of the Minutes of the June 1, 2026, School Board Meeting.

8.3 Approval to Incorporate Form 8B into the June 1, 2026, School Board Meeting Minutes.

8.4 Approval to Incorporate Form 8B into the June 1, 2026, School Board Meeting Minutes.

8.5 Approval of Program and Budget Amendment #3 to Grant Proposal for "Title I, Part A: Improving the Academic Achievement of the Disadvantaged" in the Amount of $2,450.00 for a New Total Budget of $1,316,830.90. Amendment / Federal / No Matching

8.6 Approval to Renew Family Service Center Interagency Agreement with Hubbard House, Inc., Effective July 1, 2026 - June 30, 2027. (Rate Change from Previous Year.)

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 to De-authorize and Dispose of Itemized Property on the Florida Agricultural and Mechanical University Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chairperson Baker 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 to De-authorize and Dispose of Itemized Property on the Auxiliary Services Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Tiffany McInarnay made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.4 Approval of the Data Sharing Agreement with Quizalize.
Chairperson Baker 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.

9.5 Approval of the Data Sharing Agreement with Conjuguemos.
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.6 Approval of the Correction to the 2026-2027 Payroll Schedule.
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Tiffany McInarnay made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.7 Approval of the Correction of the Beginning and Ending Work Dates for Fiscal Year 2026-2027 Employees Working 186, 187, 191, & 193 Days.
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.8 Approval of the Agreement with Red Rover Technologies.
Chairperson Baker 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.

9.9 Approval to Accept the District Insurance Committee's Recommendation to Approve the Renewal of Colonial Life as the Administrator for the Hospital Indemnity Plan (HIP) Effective October 1, 2026 - September 30, 2027.
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Tiffany McInarnay. The motion carried 5-0.

9.10 Approval to Accept the District Insurance Committee's Recommendation to Approve the Renewal of Aflac Accident, Hospital Indemnity, and Critical Illness Coverage Effective October 1, 2026 - September 30, 2027.
Chairperson Baker 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.

9.11 Approval to Accept the District Insurance Committee's Recommendation to Approve the Renewal of The Hartford as the District's Basic Life Insurance Plan for Employee & Voluntary Life Insurance Plan for Employee, Spouse, & Children, Eff. 10/1/26-9/30/27.
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Tiffany McInarnay made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.12 Approval to Accept the District Insurance Committee's Recommendation to Approve the Renewal of The Hartford as the Administrator for the Short-Term Disability Plan Effective October 1, 2026 - September 30, 2027.

Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.13 Approval to Accept the District Insurance Committee's Recommendation to Approve the Renewal of Vision Service Plan (VSP) as the District's Voluntary Vision Plan Provider, Effective October 1, 2026 - September 30, 2027.
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Tiffany McInarnay. The motion carried 5-0.

9.14 Approval to Accept the District Insurance Committee's Recommendation to Approve the Renewal of Sun Life Dental as the Administrator for Dental Plans Effective October 1, 2026- September 30, 2027.
Chairperson Baker 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.

9.15 Approval to Accept The Bailey Group as the Provider for the Health Insurance Online Enrollment with a Processing Fee of $1 Per Employee Per Month, or Approximately $7200.00 Per Year, Effective October 1, 2026 - September 30, 2027.
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Tiffany McInarnay made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.16 Approval to Accept the District Insurance Committee's Recommendation to Approve the Renewal of Florida Blue and Their Three Plan Options (3566, 62, 134/35), as the District's Medical Provider, Effective October 1, 2026 - September 30, 2027.
Chairperson Baker 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.

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

Jack Baker, Jr., Mandi Canaday, and Clayton Lyons were unopposed and will serve the next four years on the School Board; the board's unity and commitment to the community are greatly appreciated.

Thank you to Thomas Hill and Jack Baker, Jr. for their time and research on the insurance items approved by the board.

12. ADJOURNMENT

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

_____ _____

Superintendent Board Chairperson

AGENDA ITEM NO. 8.4

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Traci Wheeler - (259-6776)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Amendment #2 to "Title IX, Part A Education of Homeless Children and Youth - Year 2" in the Amount of $2,202.52 with No Change in Over All Budget Total. Amendment / Federal / No Matching

ATTACHMENTS:
07.20.2026 Approval of the Title IX, Part A Education of Homeless Children & Youth Project - Year 2_T.Wheeler.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Title IX, Part A - Education of Homeless Children and Youth Project - Year 2*

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

CONTACT PERSON:	*Traci Wheeler*

CONTACT PHONE NUMBER:	*904-259-6776*

AMOUNT REQUESTED:	*$2,202.52*

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)*
This amendment is for the purpose of decreasing funds for paraprofessional salary, retirement, FICA, and insurance, travel costs, supplies, dues and fees, and direct costs. The funds will be used for clothing and shoes for students experiencing homelessness and capitalized computer hardware. No change to the grant total of $42,292.00.

SUBMITTED BY: ***Traci Wheeler*** **DATE:** ***June 9, 2026***

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	**A) Agency 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	Baker County School District 392 South Boulevard East Macclenny, FL 32063	Date Received
B) Program Name: Title IX, Part A – Education of Homeless Children and Youth Project – Year 2 **TAPS Number: 26A006**		**Project Number (DOE Assigned)** **020-1276C-6CH01**

C) Amendment Type	**D) Amendment Request Contact Information**	
☒ Program ☒ Budget **Amendment Number:** 2	Contact Name: Traci Wheeler	Telephone Numbers: 904-259-6776
	Mailing Address: 392 South Boulevard East Macclenny, FL 32063	E-mail Addresses: traci.wheeler@bakerk12.org

E) Required Signature and Certification

I, 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 amendment 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 amendment.

J. Wyatt Milton

Signature of Agency Head	Baker County School District Superintendent Title	June 8, 2026 Date

F) Narrative

This amendment is for the purpose of decreasing funds for the following previously approved activities: paraprofessional salary, retirement, FICA, and insurance, travel costs, supplies, dues and fees, and indirect costs.

The funds will be used to increase the amount allocated to a previously-approved activity (clothing and shoes for students experiencing homelessness). A new activity is also being added with this amendment for capitalized computer hardware in order to purchase a desktop computer for the McKinney-Vento Educational Support Paraprofessional. Due to the age and condition of the current desktop computer, it is not able to be updated which impacts the safety and security of the contents on the computer.

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) **Baker / Baker County School District** **B)** 020-1276C-6C
District/Agency Name **Project Number/TAPS**

C) 2
Amendment Number

D) Total Project Amount Currently Approved **E)** Total Project Amount resulting from this Budg

$42,292.00	**$42,292.**

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase
6110	150	Line 1, Activity 1. Student Support Services. Educational Support Paraprofessional Salary.	0.50	
6110	210	Line 2, Activity 1. Retirement for Eucational Support Paraprofessional		
6110	220	Line 3, Activity 1. FICA for Educational Support Paraprofessional.		
6110	230	Line 4, Activity 1. Insurance for Educational Support Paraprofessional.		
6110	330	Line 5, Activity 1. Travel. Mileage reimbursement for Educational Support Paraprofessional for in-county travel to work with students, parents, school staff, school-based homeless liaisons, and community partners.		
5100	510	Line 7, Activity 2. Supplies. Summer packis with drawstring backpacks, fiction and non-fiction books, flash cards, and bridge activities for elementary MV students.		
5100	590	Line 8, Activity 3. Other Materials and Supplies. Clothing and shoes for HCY to enable them to attend school and participate fully in school activities.		$ 1,002.52
5100	730	Line 9, Activity 4. Dues and fees. Dues and fees related to the enrollment and full participation of MV students.		
6130	590	Line 11, Activity 6. Supplies. Hygiene and personal care items.		
7200	792	Line 19, Activity 9. Indirect costs. Indirect costs at district rate of 6.10%.		
6110	643	Line 23, Activity 11 (new activity). Capitalized Computer Hardware. Desktop computer for Educational Support Paraprofessional.		$ 1,200.00
			Total	**$ 2,202.52**

DOE 151
Revised July 2022

FLORIDA DEI
EDUC

CH01 / 26A006

Number

jet Amendment

.00

	Amount Decrease
$	220.62
$	402.50
$	377.09
$	162.34
$	116.94
$	571.84
$	120.00
$	31.19
$	200.00
$	**2,202.52**

PARTMENT OF
ATION
fldoc.org

Instructions

Budget Amendment Narrative Form
DOE 151

A) Enter District/Agency Name

B) Enter Project Number of original project and corresponding TAPS number

C) Enter chronological number of this Amendment Request

D) Enter the Total Project Amount Currently Approved

E) Enter the Total Project Amount resulting from this Amendment

F) Provide a narrative description for each budget item by category to justify the requested Budget Amendment. List ONLY the budget lines that are being amended and/or new ones being created. For each budget line to be amended, indicate whether the amount will be increased or decreased in the appropriate column and record the adjusted amount being submitted for approval.

THIS FORM MUST BE ACCOMPANIED BY AN APPROPRIATELY COMPLETED PROJECT AMENDMENT REQUEST FORM, DOE 150

AGENDA ITEM NO. 8.5

Item Cover Page

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

DATE:	July 20, 2026
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 May 31, 2026.

ATTACHMENTS:
07.20.2026 Approval of the Financial Reports for the Month Ending May 31, 2026_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - General Fund
For the Month Ending May 31, 2026

Revenues	2025-2026 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	260,000.00	468,789.05
State - R3300-3399	36,798,868.00	33,477,401.72
Local - R3400-3499	8,127,597.00	8,127,114.74
Other Local Revenue - R3700-3799	-	40,993.07
Transfers In	-	-
Loss Recoveries	-	
Beginning Fund Balance	6,466,700.22	
	51,653,165.22	42,114,298.58

Expenditures	Current Year Budgeted Expenditures	Actual Expenditures	Difference	Prior Year 31-May-25 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 26,628,589.17	21,199,008.59	5,429,580.58	21,829,802.98	(630,794.39)
Pupil Personnel Services - Function 6100	2,867,312.32	2,238,403.31	628,909.01	2,330,227.31	(91,824.00)
Instructional Media Services - Function 6200	644,275.64	492,164.73	152,110.91	494,368.45	(2,203.72)
Instruction & Curriculum Development Services - Function 6300	636,967.01	542,010.04	94,956.97	639,267.33	(97,257.29)
Instructional Staff Training Services - Function 6400	136,113.89	113,032.03	23,081.86	175,813.67	(62,781.64)
Instructional Related Technology - Function 6500	339,200.00	292,731.62	46,468.38	295,399.74	(2,668.12)
School Board - Function 7100	450,250.00	389,851.80	60,398.20	383,681.38	6,170.42
General Administration - Function 7200	436,418.45	357,175.76	79,242.69	355,402.86	1,772.90
School Administration - Function 7300	2,458,404.43	2,193,685.27	264,719.16	2,060,600.23	133,085.04
Facilities Acquisition & Construction - Function 7400	72,994.00	87,516.37	(14,522.37)	42,000.00	45,516.37
Fiscal Services - Function 7500	836,450.00	729,552.37	106,897.63	787,933.07	(58,380.70)
School Food Services - Function 7600	25,000.00	25,065.85	(65.85)	9,101.65	15,964.20
Central Services - Function 7700	586,119.69	457,197.47	128,922.22	465,299.05	(8,101.58)
Pupil Transportation Services - Function 7800	2,465,601.09	2,327,019.51	138,581.58	2,272,967.19	54,052.32
Operation of Plant - Function 7900	5,836,534.99	5,163,815.23	672,719.76	5,415,760.42	(251,945.19)
Maintenance of Plant - Function 8100	1,087,500.00	1,023,032.53	64,467.47	982,059.03	40,973.50
Administrative Technology Services - Function 8200	724,560.05	459,893.71	264,666.34	679,168.53	(219,274.82)
Community Services - Function 9100	347,869.36	254,228.92	93,640.44	273,356.99	(19,128.07)
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	5,073,005.13		5,073,005.13		
	51,653,165.22	38,345,385.11	13,307,780.11	39,492,209.88	(1,146,824.77)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - School Food Service
For the Month Ending May 31, 2026

Revenues	2025-2026 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	3,492,050.00	2,636,151.86
State - R3300-3399	25,000.00	33,781.00
Local - R3400-3499	28,000.00	35,262.93
Other Financing Sources	-	-
Beginning Fund Balance	1,419,809.76	
	4,964,859.76	2,705,195.79

	Current Year			Prior Year	
Expenditures	**Budgeted Expenditures**	**Actual Expenditures**	**Difference**	**31-May-25 Actual Exp.**	**Difference (Current - Prior)**
Food Service - Function 7600	4,079,050.00	3,477,895.19	601,154.81	2,970,656.97	507,238.22
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	885,809.76		885,809.76		
	4,964,859.76	3,477,895.19	1,486,964.57	2,970,656.97	507,238.22

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - Federal Programs
For the Month Ending May 31, 2026

Revenues	2025-2026 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	3,661,874.93	2,513,231.68
State - R3300-3399	-	-
Local - R3400-3499	-	4,093.77
Other/Transfers	-	-
	3,661,874.93	2,517,325.45

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-May-25 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 1,790,802.49	$ 1,468,852.18	321,950.31	$ 1,695,283.61	(226,431.43)
Pupil Personnel Services - Function 6100	791,051.48	465,677.22	325,374.26	340,576.69	125,100.53
Instructional Media Services - Function 6200	-	-	-	-	-
Instruction & Curriculum Development Services - Function 6300	364,509.99	318,380.85	46,129.14	371,008.78	(52,627.93)
Instructional Staff Training Services - Function 6400	461,752.96	221,324.10	240,428.86	259,719.83	(38,395.73)
Instructional Related Technology - Function 6500	-	-	-	-	-
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	181,287.01	132,372.70	48,914.31	113,528.60	18,844.10
School Administration - Function 7300	19,688.00	2,516.28	17,171.72	3,867.00	(1,350.72)
Facilities Acquisition & Construction - Function 7400	-	-	-	-	-
Fiscal Services - Function 7500	-	-	-	-	-
School Food Services - Function 7600	-	-	-	-	-
Central Services - Function 7700	18,977.00	18,026.23	950.77	24,657.72	(6,631.49)
Pupil Transportation Services - Function 7800	33,806.00	40,873.11	(7,067.11)	36,618.65	4,254.46
Operation of Plant - Function 7900	-	-	-	-	-
Maintenance of Plant - Function 8100	-	-	-	-	-
Administrative Technology Services - Function 8200	-	-	-	-	-
Community Services - Function 9100	-	-	-	-	-
Debt Service - Function 9200					
	$ 3,661,874.93	$ 2,668,022.67	993,852.26	$ 2,845,260.88	(177,238.21)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - PECO
For the Month Ending May 31, 2026

Revenues	2025-2026 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	250,000.00	62,500.00
Local - R3400-3499	-	-
Other/Transfers	-	-
Beginning Fund Balance	804.94	
	250,804.94	62,500.00

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-May-25 Actual Exp.	Difference (Current - Prior)
Facilities Acquisition & Construction - Function 7400	250,804.94	98,328.22	152,476.72	-	98,328.22
Other Financing Uses/Transfers	-	-	-	-	-
Ending Fund Balance	-		-		
	250,804.94	98,328.22	152,476.72	-	98,328.22

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - CO & DS
For the Month Ending May 31, 2026

Revenues	2025-2026 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	164,500.00	0.02
Local - R3400-3499	-	-
Other/Transfers	-	-
Beginning Fund Balance	364,498.67	
	528,998.67	0.02

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-May-25 Actual Exp.	Difference (Current - Prior)
Facilities Acquisition & Construction - Function 7400	528,998.67	-	528,998.67	46,835.00	(46,835.00)
Other Financing Uses/Transfers	-	-	-	-	-
Ending Fund Balance	-		-		
	528,998.67	-	528,998.67	46,835.00	(46,835.00)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - LCIF (1.5 MIL)
For the Month Ending May 31, 2026

	2025-2026 Budgeted	Actual
Revenues	**Revenues**	**Revenues**
Federal - R3200 - 3299	-	-
State - R3300-3399	-	-
Local - R3400-3499	2,617,292.00	2,726,414.65
Other Local Revenue - R3700-3799		38,239.00
Other/Transfers	-	-
Beginning Fund Balance	1,812,347.26	
	4,429,639.26	2,764,653.65

	Current Year			Prior Year	
	Budgeted	Actual		31-May-25	Difference
Expenditures	**Expenditures**	**Expenditures**	**Difference**	**Actual Exp.**	**(Current - Prior)**
K-12 Instruction - Function 5000-5900	-	-	-	-	-
Facilities Acquisition & Construction - Function 7400	4,429,639.26	1,221,600.55	3,208,038.71	1,098,797.93	122,802.62
Pupil Transportation Services - Function 7800	-	771,284.00	(771,284.00)	-	771,284.00
Operation of Plant - Function 7900	-	-	-		-
Maintenance of Plant - Function 8100	-	-	-	-	-
Administrative Technology Services - Function 8200	-	-	-	-	-
Other Financing Uses/Transfers	-	-	-	-	-
Ending Fund Balance	-		-		-
	4,429,639.26	1,992,884.55	2,436,754.71	1,098,797.93	894,086.62

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - Impact Fees
For the Month Ending May 31, 2026

Revenues	2025-2026 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	-	-
Local - R3400-3499	85,000.00	209,388.06
Other/Transfers	-	-
Beginning Fund Balance	918,858.68	
	1,003,858.68	209,388.06

	Current Year			Prior Year	
Expenditures	**Budgeted Expenditures**	**Actual Expenditures**	**Difference**	**31-May-25 Actual Exp.**	**Difference (Current - Prior)**
Facilities Acquisition & Construction - Function 7400	1,003,858.68	221,709.47	782,149.21	28,290.53	193,418.94
Other Financing Uses/Transfers	-	-	-	-	-
Ending Fund Balance	-		-		
	1,003,858.68	221,709.47	782,149.21	28,290.53	193,418.94

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2026
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
162004	R	ACT, INC001	ACT, INC.	05/01/2026	$ 664.00
162005	R	AIRGAS, 000	AIRGAS, INC.	05/01/2026	$ 405.07
162006	R	ALL BRIT000	ALL BRITE SALES CO	05/01/2026	$ 147.17
162007	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	05/01/2026	$ 5,920.03
162008	R	APPLE CO000	APPLE COMPUTER	05/01/2026	$ 1,199.00
162009	R	ASCEND L001	ASCEND LEARNING HOLDINGS LLC	05/01/2026	$ 2,967.00
162010	R	BAKER CO002	BAKER COUNTY MIDDLE SCHOOL	05/01/2026	$ 4,121.60
162011	R	BAKER CO032	BAKER COUNTY SHERIFFS OFFICE	05/01/2026	$ 56,954.22
162012	R	BAKER DI000	BAKER DISTRIBUTING COMPANY	05/01/2026	$ 1,465.62
162013	R	CITY OF 000	CITY OF MACCLENNY	05/01/2026	$ 16,202.30
162014	R	CLEMONS 000	CLEMONS RUTHERFORD & ASSOC INC	05/01/2026	$ 98,328.22
162015	R	CONTRACT002	CONTRACT PAPER GROUP INC	05/01/2026	$ 13,618.00
162016	R	CTN LAND000	CTN LAND SERVICES, LLC	05/01/2026	$ 1,650.00
162017	R	DAVISBRA001	DAVIS, BRANDY M.	05/01/2026	$ 161.80
162018	R	DAVISJES002	DAVIS, JESSALYN L.	05/01/2026	$ 75.00
162019	R	ECKART, 000	ECKART, LLC	05/01/2026	$ 15,070.26
162020	R	FDOT 001	FDOT	05/01/2026	$ 12.47
162021	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	05/01/2026	$ 53,412.67
162022	R	FREEDOM 001	FREEDOM FRESH, LLC.	05/01/2026	$ 780.90
162023	R	FROG STR000	FROG STREET PRESS, LLC	05/01/2026	$ 4,598.85
162024	R	GRAINGER002	GRAINGER	05/01/2026	$ 9,679.88
162025	R	HAGAN AC000	HAGAN ACE HARDWARE	05/01/2026	$ 173.63
162026	R	INTERNAT006	INTERNATIONAL COUNCIL OF E-COMMERCE CONSULTANTS	05/01/2026	$ 79.96
162027	R	INVO HEA002	INVO HEALTHCARE ASSOCIATES	05/01/2026	$ 8,452.77
162028	R	JASON WE000	JASON WEAVER ENTERPRISES LLC	05/01/2026	$ 20,637.22
162029	R	JOE'S CO000	JOE'S CONCRETE LLC	05/01/2026	$ 1,650.00
162030	R	JOHNSGRE000	JOHNSON, GREG	05/01/2026	$ 1,586.81
162031	R	KENS FEN000	KENS FENCING LLC	05/01/2026	$ 1,937.95
162032	R	LARRY MO000	LARRY MOSLEY CONSTRUCTION LLC	05/01/2026	$ 3,024.00
162033	R	M & B PR000	M & B PRODUCTS, INC	05/01/2026	$ 20,295.03
162034	R	MAX GRAP000	MAX GRAPHIX, LLC	05/01/2026	$ 150.00
162035	R	NAPA AUT000	NAPA AUTO PARTS	05/01/2026	$ 245.61

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2026
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
162036	R	NEW RIVE000	NEW RIVER SOLID WASTE ASSOC	05/01/2026	$ 85.20
162037	R	O'REILLY000	O'REILLY AUTO PARTS	05/01/2026	$ 70.05
162038	R	OFFICE D005	OFFICE DEPOT, INC	05/01/2026	$ 521.24
162039	R	POSITIVE002	POSITIVE BEHAVIOR SUPPORTS CORP	05/01/2026	$ 1,316.25
162040	R	RAPHAJUD000	RAPHAEL, JUDENIE A.	05/01/2026	$ 1,880.10
162041	R	SETEL 000	SETEL	05/01/2026	$ 5,063.45
162042	R	SOLIANT 000	SOLIANT HEALTH, LLC	05/01/2026	$ 9,983.00
162043	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	05/01/2026	$ 731.15
162044	R	SUBURBAN001	SUBURBAN PROPANE	05/01/2026	$ 11,414.48
162045	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	05/01/2026	$ 106,360.71
162046	R	THE BAKE001	THE BAKER COUNTY PRESS	05/01/2026	$ 335.14
162047	R	UNIFIRST001	UNIFIRST CORPORATION	05/01/2026	$ 397.06
162048	R	WHALEY F000	WHALEY FOODSERVICE LLC	05/01/2026	$ 3,037.80
162049	R	REGIONS 004	REGIONS COMMERCIAL BANKCARD	05/05/2026	$ 7,699.76
162050	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	05/08/2026	$ 1,474.29
162051	R	OFFICE D005	OFFICE DEPOT, INC	05/08/2026	$ 589.21
162052	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	05/08/2026	$ 669.00
162053	R	BAKER CO040	BAKER COUNTY SCHOOL BOARD	05/08/2026	$ 192.06
162054	R	BAKER CO044	BAKER COUNTY SCHOOL BOARD	05/08/2026	$ 125.74
162055	R	MIDLAND 000	MIDLAND CREDIT MANAGEMENT, INC.	05/08/2026	$ 35.89
162056	R	PRE-PAID000	PRE-PAID LEGAL SERVICES INC	05/08/2026	$ 7.97
162057	R	ACOUSTI 000	ACOUSTI ENGINEERING COMPANY	05/15/2026	$ 3,499.80
162058	R	ALLIED I001	ALLIED INSTRUCTIONAL SERVICES, LLC	05/15/2026	$ 2,199.76
162059	R	AMAZING 000	AMAZING SUDS LAUNDRY SERVICES	05/15/2026	$ 500.00
162060	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	05/15/2026	$ 429.01
162061	R	APPLE ED000	APPLE EDUCATION	05/15/2026	$ 3,829.50
162062	R	BAKER CO035	BAKER COUNTY TAX COLLECTOR	05/15/2026	$ 47.10
162063	R	BAKER DI000	BAKER DISTRIBUTING COMPANY	05/15/2026	$ 1,322.25
162064	R	BAYLOVAL000	BAYLOR, VALERIE M.	05/15/2026	$ 75.00
162065	R	CDW GOVE000	CDW GOVERNMENT	05/15/2026	$ 23,833.75
162066	R	CITY OF 000	CITY OF MACCLENNY	05/15/2026	$ 15,949.60
162067	R	CUMBERLA001	CUMBERLAND INTERNATIONAL TRUCKS OF FLORIDA	05/15/2026	$ 4,016.99

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2026
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
162068	R	DEPENDAB000	DEPENDABLE HEAT AND AIR COND	05/15/2026	$ 180.00
162069	R	EKON-O-P000	EKON-O-PAC LLC	05/15/2026	$ 732.00
162070	R	FL SCHOO003	FL SCHOOL BOOK DEPOSITORY	05/15/2026	$ 716.83
162071	R	FLORIDA 003	FLORIDA DEPT OF EDUCATION	05/15/2026	$ 270.00
162072	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	05/15/2026	$ 33,035.99
162073	R	GREAT AM001	GREAT AMERICA FINANCIAL SERVICES	05/15/2026	$ 4,191.25
162074	R	HAGAN AC000	HAGAN ACE HARDWARE	05/15/2026	$ 691.30
162075	R	HEALERIC000	HEALEY, RICHARD J. JR	05/15/2026	$ 3,690.00
162076	R	HERFF JO000	HERFF JONES	05/15/2026	$ 360.00
162077	R	HOMETOWN000	HOMETOWN JOURNAL	05/15/2026	$ 160.00
162078	R	INTERSTA003	INTERSTATE BILLING SERVICES, INC	05/15/2026	$ 2,151.60
162079	R	INVO HEA002	INVO HEALTHCARE ASSOCIATES	05/15/2026	$ 7,233.08
162080	R	KIGHTCOU000	KIGHT, COURTLAND	05/15/2026	$ 584.73
162081	R	KW MECHA000	KW MECHANICAL SERVICES, INC.	05/15/2026	$ 3,910.19
162082	R	L V HIER000	L V HIERS INC	05/15/2026	$ 33,532.30
162083	R	M & B PR000	M & B PRODUCTS, INC	05/15/2026	$ 15,421.64
162084	R	MOOREJES000	MOORE, JESSICA	05/15/2026	$ 75.00
162085	R	NAPA AUT000	NAPA AUTO PARTS	05/15/2026	$ 240.77
162086	R	NATIONAL041	NATIONAL BACKGROUND CHECK, INC	05/15/2026	$ 675.00
162087	R	O'REILLY000	O'REILLY AUTO PARTS	05/15/2026	$ 40.90
162088	R	OFFICE D005	OFFICE DEPOT, INC	05/15/2026	$ 109.34
162089	R	PAYNECAM000	PAYNE, CAMRYN K.	05/15/2026	$ 75.00
162090	R	PRE-K KI000	PRE-K KINDERGARTEN CENTER	05/15/2026	$ 201.01
162091	R	PYE-BARK001	PYE-BARKER FIRE & SAFETY, LLC	05/15/2026	$ 585.00
162092	R	QUALITY 005	QUALITY THERAPY SOLUTIONS	05/15/2026	$ 25,906.63
162093	R	RESOLUTI000	RESOLUTIONS IN SPECIAL EDUCATION	05/15/2026	$ 4,450.00
162094	R	RUMBERGE000	RUMBERGER KIRK & CALDWELL PROFESSIONAL ASSOC	05/15/2026	$ 4,899.33
162095	R	SAFETY-K000	SAFETY-KLEEN SYSTEMS, INC	05/15/2026	$ 189.98
162096	R	SHARE CO001	SHARE CORPORATION	05/15/2026	$ 266.66
162097	R	SHARP EL001	SHARP ELECTRONICS CORPORATION	05/15/2026	$ 862.94
162098	R	SOLIANT 000	SOLIANT HEALTH, LLC	05/15/2026	$ 5,260.00
162099	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	05/15/2026	$ 1,462.30

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2026
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
162100	R	SOUTHEAS017	SOUTHEASTERN PAPER GROUP LLC	05/15/2026	$ 1,060.00
162101	R	SPURLKIM000	SPURLOCK, KIMBERLY	05/15/2026	$ 168.03
162102	R	SUBURBAN001	SUBURBAN PROPANE	05/15/2026	$ 376.75
162103	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	05/15/2026	$ 67,338.80
162104	R	UNIFIRST001	UNIFIRST CORPORATION	05/15/2026	$ 331.70
162105	R	VERIZON 001	VERIZON WIRELESS	05/15/2026	$ 325.77
162106	R	WHALEY F000	WHALEY FOODSERVICE LLC	05/15/2026	$ 2,985.26
162107	R	AFLAC GR000	AFLAC GROUP	05/20/2026	$ 7.24
162109	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	05/20/2026	$ 120.10
162110	R	FLORIDA 063	FLORIDA BLUE	05/20/2026	$ 1,691.16
162111	R	FLORIDA 065	FLORIDA BLUE	05/20/2026	$ 12,730.18
162112	R	FLORIDA 066	FLORIDA BLUE	05/20/2026	$ 1,078.96
162113	R	THE HART000	THE HARTFORD	05/20/2026	$ 695.99
162114	R	VISION S000	VISION SERVICE PLAN (IC)	05/20/2026	$ 1,660.61
162115	R	AFLAC GR000	AFLAC GROUP	05/20/2026	$ 6,740.64
162116	R	AMERICAN003	AMERICAN FAMILY LIFE	05/20/2026	$ 921.38
162117	R	AMERICAN004	AMERICAN FIDELITY ASSURANCE	05/20/2026	$ 13,713.72
162118	R	BAKER CO027	BAKER COUNTY SCHOOL BOARD	05/20/2026	$ 19,234.51
162119	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	05/20/2026	$ 10,267.94
162120	R	FLORIDA 063	FLORIDA BLUE	05/20/2026	$ 275,543.55
162121	R	LIBERTY 000	LIBERTY NATIONAL LIFE INS	05/20/2026	$ 2,296.22
162122	R	THE HART000	THE HARTFORD	05/20/2026	$ 11,717.71
162123	R	TRUSTMAR000	TRUSTMARK VOLUNTARY BENEFIT	05/20/2026	$ 635.34
162124	R	VISION S000	VISION SERVICE PLAN (IC)	05/20/2026	$ 3,935.16
162125	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	05/22/2026	$ 671.00
162126	R	CHARLES 001	CHARLES SCHWAB BANK 401(A)	05/22/2026	$ 25,447.34
162127	R	MIDLAND 000	MIDLAND CREDIT MANAGEMENT, INC.	05/22/2026	$ 35.89
162128	R	PRE-PAID000	PRE-PAID LEGAL SERVICES INC	05/22/2026	$ 7.97
162129	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	05/22/2026	$ 11,907.25
162131	R	BAKER CO027	BAKER COUNTY SCHOOL BOARD	05/26/2026	$ 12.70
162132	R	4IMPRINT000	4IMPRINT USA	05/29/2026	$ 339.04
162133	R	AGAPE IN000	AGAPE INTERPRETING SERVICES INC	05/29/2026	$ 385.00

DISTRICT:
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Baker County School Board
MAY 2026
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
162134	R	AIRGAS, 000	AIRGAS, INC.	05/29/2026	$ 397.93
162135	R	AKEL LOG000	AKEL LOGAN & SHAFER PA	05/29/2026	$ 26,133.49
162136	R	ALDERLIS000	ALDERMAN, LISA	05/29/2026	$ 215.98
162137	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	05/29/2026	$ 189.96
162138	R	ANDRENAN000	ANDREWS, NANCY J.	05/29/2026	$ 145.00
162140	R	BAKER CO020	BAKER COUNTY HIGH SCHOOL	05/29/2026	$ 482.58
162141	R	BRADLTIN000	BRADLEY, TINA	05/29/2026	$ 108.00
162142	R	CENTRAL 008	CENTRAL FLORIDA EXPRESSWAY AUTHORITY	05/29/2026	$ 14.08
162143	R	CITY ELE000	CITY ELECTRIC SUPPLY CO	05/29/2026	$ 1,393.55
162144	R	CITY OF 000	CITY OF MACCLENNY	05/29/2026	$ 16,657.88
162145	R	COLLEGE 001	COLLEGE BOARD	05/29/2026	$ 12,083.00
162146	R	DOPSOCAR001	DOPSON, CARRIE L.	05/29/2026	$ 1,135.00
162147	R	DURRANCE000	DURRANCE PUMP & WELL DRILLING LLC	05/29/2026	$ 7,900.00
162148	R	EMS LINQ000	EMS LINQ INC	05/29/2026	$ 1,016.71
162149	R	FACTE 000	FACTE	05/29/2026	$ 800.00
162150	R	FDOT 001	FDOT	05/29/2026	$ 17.76
162151	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	05/29/2026	$ 23,383.93
162152	R	FLORIDA 029	FLORIDA SCHOOL BOARD ASSN	05/29/2026	$ 500.00
162153	R	FLORIDA 042	FLORIDA DEPT OF LAW ENFORCEMENT	05/29/2026	$ 168.00
162154	R	FLORIDA 091	FLORIDA PEST CONTROL	05/29/2026	$ 1,497.96
162155	R	FREEDOM 001	FREEDOM FRESH, LLC.	05/29/2026	$ 1,961.42
162156	R	GATEWAY 000	GATEWAY PEST CONTROL INC	05/29/2026	$ 900.00
162157	R	GRAHAM L000	GRAHAM LIVESTOCK SYSTEMS LLC	05/29/2026	$ 59,721.00
162158	R	GRAINGER002	GRAINGER	05/29/2026	$ 590.52
162159	R	HINSODIA001	HINSON, DIANNA F.	05/29/2026	$ 12.99
162160	R	LITTLE &000	LITTLE & WILLIAMS INC	05/29/2026	$ 36,281.00
162161	R	M & B PR000	M & B PRODUCTS, INC	05/29/2026	$ 12,030.17
162162	R	MACCLENN009	MACCLENNY MOWER & SAW INC	05/29/2026	$ 1,585.80
162163	R	MAX GRAP000	MAX GRAPHIX, LLC	05/29/2026	$ 185.00
162164	R	MIRACLE 000	MIRACLE AUTOMOTIVE & TRUCK SERVICE CENTER	05/29/2026	$ 233.53
162165	R	NE FL ED000	NE FL EDUCATIONAL CONSORTIUM	05/29/2026	$ 94,682.17
162166	R	O'REILLY000	O'REILLY AUTO PARTS	05/29/2026	$ 214.40

DISTRICT:
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Baker County School Board
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Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
162167	R	ORTEGA P000	ORTEGA PAINT	05/29/2026	$ 3,378.80
162168	R	POSITIVE002	POSITIVE BEHAVIOR SUPPORTS CORP	05/29/2026	$ 5,487.50
162169	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162170	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162171	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162172	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162173	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162174	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162175	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162176	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162177	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162178	R	RENAISSA007	RENAISSANCE ORLANDO RESORT AT SEA WORLD	05/29/2026	$ 418.00
162179	R	SETEL 000	SETEL	05/29/2026	$ 5,063.45
162180	R	SIEMENS 000	SIEMENS BUILDING TECHNOLOGIES INC	05/29/2026	$ 27,727.55
162181	R	SOLIANT 000	SOLIANT HEALTH, LLC	05/29/2026	$ 15,250.00
162182	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	05/29/2026	$ 1,462.30
162183	R	SOUTHEAS017	SOUTHEASTERN PAPER GROUP LLC	05/29/2026	$ 9,254.66
162184	R	SPURLKIM000	SPURLOCK, KIMBERLY	05/29/2026	$ 157.53
162185	R	SUBURBAN001	SUBURBAN PROPANE	05/29/2026	$ 194.67
162186	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	05/29/2026	$ 30,668.54
162187	R	TARTETON001	TARTE, TONYA L.	05/29/2026	$ 208.00
162188	R	THE BAKE001	THE BAKER COUNTY PRESS	05/29/2026	$ 110.00
162189	R	UNIFIRST001	UNIFIRST CORPORATION	05/29/2026	$ 435.66
162190	R	WESTSIDE003	WESTSIDE ELEM SCHOOL	05/29/2026	$ 112.58
162191	R	WHALEY F000	WHALEY FOODSERVICE LLC	05/29/2026	$ 2,338.70
202500600	W	JIMMY'S 002	JIMMY'S AUTOMOTIVE REPAIR INC	05/01/2026	$ 40.00
202500601	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/01/2026	$ 447.60
202500605	W	JIMMY'S 002	JIMMY'S AUTOMOTIVE REPAIR INC	05/01/2026	$ 740.00
202500606	W	BAKER BU000	BAKER BUSINESS CENTER, LLC	05/01/2026	$ 15.73
202500607	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/15/2026	$ 9.99
202500608	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/15/2026	$ 13.36
202500609	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/15/2026	$ 34.95

DISTRICT:
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Baker County School Board
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Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
202500610	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/15/2026	$ 22.84
202500611	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/15/2026	$ 30.47
202500612	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/15/2026	$ 15.98
202500613	W	PRO-CHEM000	PRO-CHEM, INC	05/15/2026	$ 1,536.50
202500650	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	05/08/2026	$ 73,600.25
202500651	W	BCSB FIC000	BCSB FICA	05/08/2026	$ 172,140.32
202500652	W	BCSB ANN000	BCSB ANNUNITIES	05/08/2026	$ 39,616.50
202500653	W	INTERSTA002	INTERSTATE SUPPLY INC	05/15/2026	$ 263.25
202500654	W	TRANE US000	TRANE US INC	05/15/2026	$ 61.74
202500656	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 956.89
202500657	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 766.88
202500658	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 421.72
202500659	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 74.88
202500660	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 864.87
202500661	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 305.97
202500662	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 591.33
202500663	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 139.23
202500664	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 792.53
202500665	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 515.16
202500666	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 6.89
202500667	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 258.88
202500668	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 8.57
202500669	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 8.53
202500670	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 68.71
202500671	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/15/2026	$ 11.48
202500672	W	DEMCO IN001	DEMCO INC	05/15/2026	$ 152.87
202500673	W	BROOKS B000	BROOKS BUILDING SOLUTIONS, INC.	05/29/2026	$ 4,272.00
202500674	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 490.17
202500675	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 156.27
202500676	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 39.25
202500677	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 91.52
202500678	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 28.20

DISTRICT:
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Baker County School Board
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Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
202500679	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 45.76
202500680	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 290.74
202500681	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 223.80
202500682	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 52.45
202500683	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 8.69
202500684	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/29/2026	$ 57.54
202500685	W	JIMMY'S 002	JIMMY'S AUTOMOTIVE REPAIR INC	05/29/2026	$ 83.94
202500686	W	JIMMY'S 002	JIMMY'S AUTOMOTIVE REPAIR INC	05/29/2026	$ 74.95
202500687	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	05/22/2026	$ 69,827.74
202500688	W	BCSB FIC000	BCSB FICA	05/22/2026	$ 168,247.52
202500689	W	BCSB ANN000	BCSB ANNUNITIES	05/22/2026	$ 39,861.50
202500690	W	BROOKS B000	BROOKS BUILDING SOLUTIONS, INC.	05/29/2026	$ 875.00
202500692	W	QUALITY 000	QUALITY HARDWARE & SPECIALTY COMPANY INC	05/29/2026	$ 2,382.00
202500694	W	SPORTS S000	SPORTS SHAK	05/29/2026	$ 630.00
			TOTAL		**$ 2,170,845.69**

AGENDA ITEM NO. 8.6

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Resolution with the District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 Resolution_W.Milton.pdf

North East Florida Educational Consortium
2026-2027 Membership

This signature page is incorporated into and subject to all terms and conditions of the master contractual agreement between the District School Board of Baker County and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium.

Baker County District Schools is participating in the following programs for 2026-2027:

Program:	Fee:
NEFEC Membership: Resolution Main Contract #731-27-020	$14,928.25
Instructional Services Program (ISP) - #27-020-A1	$21,962.50
Enterprise Resource Software– #27-020-A6	Education Technology Serv. Fee = $165,826.00 Skyward Annual License Fee = $56,642.00 Qmlativ Migration Fee = $6,427.95
Risk Management - #27-020-A10	$888,817.03
Information Technology - #27-020-A18	__Package 1 = $19,500 or __Package 2 = $24,500
Building Code Administrator - #27-020-A27	$25,180.29
Human Resources Management Network - #27-020-A43	$4,054.50
Document Archiving - #27-020-A45	$1,191.47
Virtual Instruction - #27-020-A47	See attachment for cost per student

APPROVED AND RECOMMENDED FOR SIGNING

District School Board of Baker County

_____
by Wyatt Milton, Superintendent

Dated:_____

_____
by Jake Baker, Jr., Chairperson

Dated:_____

District School Board of Putnam County

_____
by Richard M. Surrency, Sr. Ed.D., Superintendent

Dated: _____

_____
by Phil Leary, Chairperson

Dated: _____

North East Florida Educational Consortium

_____
by Dr. Patrick J. Wnek, Executive Director

Dated: _____

RESOLUTION

A RESOLUTION OF THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, FLORIDA, ADOPTING A PLAN FOR COOPERATING WITH SCHOOL BOARDS OF OTHER DISTRICTS IN THIS STATE AND ESTABLISHING A PROCEDURE AND CONDITIONS FOR SUCH OPERATION OF AN EDUCATIONAL CONSORTIUM, AND CONTRACT FOR THE PURCHASE OF CERTAIN MATERIALS, SUPPLIES, EQUIPMENT, AND SERVICES TO BE USED OR PERFORMED IN RESPECTIVE SCHOOL SYSTEMS.

WHEREAS, the District School Board of Baker County, Florida, hereafter referred to as the **Board**, has the power and the duty among other responsibilities to cooperate with other agencies in joint projects, programs and services through participation in an Educational Consortium, when it is in the best interest of the educational system and the taxpayers of Baker County and for the best interest of the educational system and the school children in meeting the school districts needs, and

WHEREAS, it is necessary to adopt plans for cooperating with school boards of other districts in this State, and in order to initiate this cooperation and these plans it is necessary that the Consortium be initiated by resolutions spread upon the minutes of each school board concerned, and

WHEREAS, the school boards of Baker, Bradford, Columbia, Dixie, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Nassau, Putnam, Suwannee and Union Counties, P.K. Yonge Developmental Research School, and the Florida School for the Deaf and the Blind, plus any other who adopts a like resolution, have expressed a desire to enter into a collaboration of separate public entities (which is not a partnership, and in which none of the collaborating institutions may incur debt on behalf of any of the others or bind any of the others in contract, and which collaboration is a consortium called the North East Florida Educational Consortium "NEFEC") through which the participating counties may jointly perform, bid, contract for, and purchase certain materials, supplies, equipment, and services to be used in respective school systems and operate programs as authorized and permitted by law and State Board of Education Rules including, but not limited to, those listed in Section I of this resolution. The Superintendents of each of the collaborating school boards shall serve as a member of the Board of Directors of NEFEC.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, FLORIDA, IN A REGULAR SESSION ON _____ 2026, AT THE BAKER COUNTY SCHOOL ADMINISTRATION BUILDING, _____, FLORIDA, AS FOLLOWS:

SECTION 1. That the District School Board of Baker County, Florida, ("Board") does hereby determine that it is in the best interest of the taxpayers and students of Baker County to cooperate with other counties in the operation of an educational consortium, known as the North East Florida Educational Consortium (NEFEC) which shall include, but not be limited to bidding, contracting, and purchasing arrangements pursuant to a plan to implement the following services and/or programs:

(a) Grants (federal, state, and private): *pursuant to eligibility*

- FDLRS (Florida Diagnostic and Learning Resources System): *no cost / grant funded*
- Education Innovation and Research/Rural Connect: *no cost / grant funded*
- FDLRS Statewide Administration Project: *no cost / grant funded*
- Institute for Small and Rural Districts: *no cost / grant funded*
- Title IV Part A (Well-rounded Education): *no cost / grant funded*
- Title IX Part A (McKinney-Vento): *no cost / grant funded*

(b) Instructional Services Program: *contracted services*

- Opportunity to participate in any grant awarded in FY 26-27: *pursuant to eligibility requirements.*
    - Professional Learning Catalogue (Master Inservice Plan), including endorsement and add-on certification plans.
- School Leaders Network
- Professional Learning Certification Program
- Textbook adoption for core areas
- Grant writing support
- NOELs networking
- Technical and implementation assistance for legislative mandates
- Career and Technical Education networking, support, and professional learning
- College and Career Acceleration support
- Principal Leadership Academy: *per participant fee*
- Aspiring Leaders Program: *per participant fee*

- Florida B.E.S.T. Standards professional learning
- General Knowledge test review
- Literacy professional learning
- Clinical Educator and Mentor professional learning
- BODLDP (Board of Directors Leadership Development Program)
- NEFEC Connect Professional learning

(c) E-Learning (professional development courses): *per participant fee – discounted rate*

(d) Risk Management: *contracted services*

(e) Policy Development, Revision, and Update Service: *no cost/supported via NEFEC (approx. value of $5K per district for revision and semi-annual updates)*

(f) Printing Services: *discounted printing services*

(g) Educational Technology Services: *contracted services* (student information, human resources, finance)

(h) Human Resources Management Network: *partially supported by NEFEC/ contracted services*

(i) Communications/Web Services: *no cost / supported via NEFEC*

(j) Legislative Network Services: *partially supported by NEFEC funding/membership fee*

(k) Building Code Program: *contracted services*

(l) Information Technology: *contracted services*

(m) Virtual Instruction Program: *contracted services*

(n) Any other services or programs deemed necessary by the Board of Directors of the Consortium

Each school district shall have the option of participating in any or all of the above services and/or programs through individual contracts unless otherwise specified in this Resolution.

SECTION 2. That the Board agrees to accept the procedures adopted by the participating boards and agrees to be bound by any contracts and bids once they have been let or executed.

SECTION 3. That Board does hereby agree that the Educational Consortium shall be managed by an Executive Director and all policies will be set by the NEFEC Board of Directors, composed of the Superintendents (or equivalent position) of the participating school districts. All personnel employed by the District School Board of Putnam County (the host school district or district of record), on behalf of NEFEC, will be governed by the host school district school board's policies.

SECTION 4. NEFEC's business office and physical operation will be located in Putnam County, Florida.

SECTION 5. That the NEFEC Board of Directors shall determine the needed services, products and/or programs; establish the charge for services rendered by NEFEC to the Cooperating Boards or other School Boards availing themselves of the services offered by the NEFEC; set policies; recommend the establishment of positions and individuals for appointment to the district of record; and establish a uniform method for participating school districts to evaluate services and/or programs provided.

SECTION 6. That all procedures, contracts and bidding shall comply with all applicable State Laws, State Board of Education Rules, and policies of the District School Board wherein the business office of NEFEC is located.

SECTION 7. That the member school district shall pay a base assessment of $2,725.00 plus $1.85 per unweighted FTE, based on 2025-26 FEFP Third Calculation, Unweighted Nonscholarship FTE, for the general operation of NEFEC, $702.00 for Indirect Cost fees to be rebated to Putnam County District Schools, serving as Fiscal Agent, and a base assessment of $3,500.00 for participation in the NEFEC Legislative Network Services Program.

SECTION 8. This resolution and the agreement set forth herein shall be in full force and effect for the 2026-2027 fiscal year, at which time this agreement shall become null and void, unless affirmative action by appropriate resolution is taken by each and all the school boards participating in the Educational Consortium.

SECTION 9. That this agreement between the cooperating school boards of the NEFEC, as set forth in this resolution, will be in operation and effective from July 1, 2026, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in NEFEC shall be binding from said date of July 1, 2026.

SECTION 10. The official name of the educational consortium is North East Florida Educational Consortium ("NEFEC") and has been in existence since July 1, 1976.

AGENDA ITEM NO. 8.7

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Main Contractual Agreement #731-27-020 with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 Contract #731-27-020_W.Milton.pdf

CONTRACTUAL AGREEMENT

731-27-020

The District School Board of Baker County

AND

The District School Board of Putnam County on behalf of the

North East Florida Educational Consortium

THIS CONTRACT between the District School Board of Baker County, herein referred to as the **BOARD**, and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium, herein referred to as **NEFEC**, is for the purpose of providing services and/or products that may not be otherwise available to the Board or provided with greater efficiency at less cost. Such services and/or products are more specifically described in subsequent contract attachments which, upon approval, become a part of this contract.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the above described parties covenant and agree as follows:

1. The above stated recital is true and correct and is incorporated herein by reference as a Contract term.
2. This contract shall begin on July 1, 2026. All work shall be completed by June 30, 2027, unless otherwise indicated in specific attachments.
3. No payment will be invoiced or paid for any work performed after June 30, 2027, unless otherwise indicated in specific attachments.
4. NEFEC shall be in compliance with the following:
   (a) Title 42 United States Code Section 2000d (Section 601, Title VI, Civil Rights Act of 1964, as amended). NEFEC shall be in compliance with Sections 1011.62 and 1012.98 as amended by Florida Statutes and State Board Rules where applicable.
   (b) Title 29 United States Code Section 794 (Section 504, Rehabilitation Act of 1973, as amended).
   (c) Title 20 United States Code Section 1681 (Section 901, Title IX, Pub. L. 92-318, prohibiting discrimination on the basis of sex) unless NEFEC has been declared exempt or deferred from these provisions.

   Performance by the Board of any of its obligations under this contract shall

be subject to NEFEC's compliance with such provisions.

5. The performance by the Board of any of its obligations under this contract shall be subject to and contingent upon the availability of monies lawfully applicable for such purposes. If the Board deems, at any time during the term of the contract, that monies lawfully applicable to any attachment to this contract shall not be available for the remainder of the term, the Board shall immediately so notify NEFEC by phone, fax or e-mail to be followed in writing no less than five (5) days after the determination, whereupon the obligations of the parties herein shall end upon the giving of such notice, and such attachments of this contract shall be considered as canceled by mutual consent as provided in Paragraph 6.

6. Upon Contract cancellation, only the costs actually accrued to the date of cancellation will be due and payable and all work completed and paid for prior to the effective date of the cancellation of the contract will become the property of the Board and will be turned over promptly by NEFEC. Any services(s) and/or product(s) reflected in the attachments to this contract may, in addition to the reason provided in paragraph 5, above, be canceled only by:

   (a) mutual consent of both parties, or

   (b) either party upon giving ninety (90) days written notice to the other, unless otherwise indicated in specific attachments.

7. Should NEFEC be unable to deliver as required in this contract, NEFEC may propose a contract amendment. There is no obligation on the part of the Board to concur in such a proposal or to accept late delivery of any product except and unless the failure to deliver is due to an “act of God” or “force majeure”. An “act of God” or “force majeure” is defined as An “act of God” or “force majeure” is defined for purposes of this contract as strikes, lockouts, sit-downs, material or labor restrictions by any governmental authority, unusual transportation delays, riots, floods, washouts, explosions, earthquakes, fire, storms, weather (including wet grounds or inclement weather which prevents construction), acts of the public enemy, wars, insurrections and any other cause not reasonably within the control of NEFEC and which by the exercise of due diligence NEFEC is unable, wholly or in part, to prevent or overcome. Unless this contract is properly amended, in the event of non-delivery, all liability for payments for the product(s) by the Board shall expire on the day following the specified due date.

8. This contract may be changed or modified only by an amendment executed in the same manner as the original.

9. This is a flat fee contract. No amounts will be due, nor will there be any Board obligation, except for payments specified to be made, and then only if products are delivered on or before the date(s) specified or as may be amended pursuant to other provisions in this contract.

10. NEFEC shall provide to the Board written progress reports for each attachment to the contract as may be reasonably requested. Invoices shall be prepared for the amount due as specified in each attachment to the contract and delivered to the district administrator with appropriate reports and/or products. The district administrator will review each report and/or product and confirm to the finance officer over his/her signature on the invoice accompanying such progress and/or final reports that all obligations of NEFEC have been met pursuant to the contract and that payment should be made according to such invoices.

11. The Board agrees as follows:

    (a) To cooperate in all matters requiring concurrences or approval.

    (b) To designate in writing to NEFEC a district administrator to act for the Board in all matters pertaining to this contract up to and including all reports, drafts, products and invoices.

    (c) To pay to NEFEC the amount indicated in each attachment for the product(s) and/or services(s) reflected therein. All payments are due in forty (40) days from the date on the invoice, in accordance to 215.422, Florida Statue. If payment is not made within ninety (90) days service(s) will be discontinued, unless brought to the NEFEC Board's attention for further action.

12. NEFEC agrees to provide the products(s) and/or services(s) as per each attachment to this contract.

13. Each Attachment to this Contract is incorporated by reference herein. Any additional Attachments, executed after the effective date of this Contract, shall be incorporated into this Contract. Said Attachments shall have a signature page and appropriate reference to this Contract.

14. If a conflict arises between the terms of any Attachment and this Contract, the terms of the Attachment shall control.

15. In cases whereby NEFEC receives federal grant dollars and disburses those funds to districts

through cash advances and cost reimbursements, the following rules and regulations apply: Subject to the receipt of these funds from the Florida Department of Education and/or the United States Department of Education, NEFEC agrees to compensate the Board, on a cost-reimbursable or cash advance basis. This decision is based upon the specific language in the federal project awarded to NEFEC.

16. This contract is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Sections 287.058, 287.0582, 215.422, and 119.0701 (2) Florida Statutes:

287.058

(1)

a. All bills for fees or other compensation for services must be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

b. All bills for any travel expenses must be submitted in accordance with Section 112.061, Florida Statutes.

c. This contract may be unilaterally canceled by either party hereto if the other party refuses to allow public access to all documents, papers, letters, or other material subject to the provision of chapter 119, Florida Statutes, and made or received by such party in conjunction with this contract.

(2) An authorized representative of the agency head and NEFEC, prior to the rendering of any contractual service, shall sign the written contract.

287.0582 - The State of Florida's performance obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

215.422 - Agencies have five (5) working days to inspect and approve goods and services, unless the bid specifications, purchase order or contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within forty (40) days, measured from the date the invoice is received or the goods or services are received, inspected and approved, whichever is later, a separate interest penalty set by the Comptroller pursuant to Section 55.03, Florida Statutes will be due and payable in addition to the invoice amount. Payments to health care providers for hospitals, medical or other health care services shall be made not more than thirty-five (35) days from the date eligibility for payment is determined. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not

start until a properly completed invoice is provided to the agency.

(3) If either party to this contractual agreement has questions regarding the application of chapter 119, Florida Statutes, to their duty to provide public records relating to this contract, contact the custodian of public records for the Board or NEFEC. Both parties are required to comply with the public records laws as specifically set forth in Florida Statute 119.0701(2)(b)(l-4).

17. The parties recognize and agree NEFEC is a public entity and is therefore subject to the limitations of liability under the provisions of Sovereign Immunity. All provisions in this contract and any of its attachments or amendments shall be subject to the State of Florida law pertaining to Sovereign Immunity notwithstanding anything to the contrary contained in such documents.

18. LIMITATION OF LIABILITY, WARRANTY, APPLICABLE LAW:

NEFEC shall not be liable to the Board or any third party for any incidental, indirect, exemplary, special or consequential damages, under any circumstances, including, but not limited to, lost revenue or savings, loss of goodwill, or the loss of use of any data, even if NEFEC had been advised of, knew, or should have known, of the possibility thereof. Under no circumstances shall NEFEC's aggregate cumulative liability hereunder, whether in contract, tort, or otherwise, exceed the total amount of fees actually paid by the Board under this annual agreement. The Board acknowledges that the fees paid reflect the allocation of risk set forth in this agreement and that NEFEC would not enter into this agreement without these limitations on its liability.

All software and services are provided "as is" without any warranty whatsoever, including but not limited to any functionality. The Board recognizes that the "as is" clause of this agreement is an important part of the basis of this agreement, without which NEFEC would not have agreed to enter this agreement. Consortium disclaims all warranties, express, implied, or statutory, regarding the software and services, including any warranties of merchantability, fitness for a particular purpose, title, and non-infringement. No representation or other affirmation of fact regarding software and services shall be deemed a warranty for any purpose or give rise to any liability whatsoever. The Board acknowledges that they have relied on no warranties or statements other than as may be set forth herein. It is understood that this agreement includes a release of all known and unknown claims. To the extent permitted by law, NEFEC warrants that any works provided under the agreement do not violate the copyright rights of any third parties and assumes liability for any claims relating to

copyright infringement.

This Agreement and any dispute arising hereunder shall be construed in accordance with the laws of the State of Florida without regard to principles of conflict of laws. For the purpose of this Agreement, the Board consents to the personal jurisdiction and venue of the state courts located in Palatka, Putnam County, Florida. If any provision of this Agreement is prohibited by law or held to be unenforceable, the remaining provisions hereof shall not be affected, and this Agreement shall continue in full force and effect as if such unenforceable provision had never constituted a part hereof, and the unenforceable provision shall be automatically amended to so as to best accomplish the objectives of such unenforceable provision within the limits of applicable law. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument. Any waiver of a provision of this Agreement must be in writing and signed by the party to be charged. A valid waiver hereunder shall not be interpreted to be a waiver of that obligation in the future or any other obligation under this Agreement. Subject to the terms of valid attachments, this Agreement constitutes the entire agreement between the parties related to the subject matter hereof, supersedes any prior or contemporaneous agreement between the parties relating to the software and services and shall not be changed except by written agreement signed by an officer of NEFEC.

19. LEGAL RELATIONSHIPS

NEFEC is a regional consortium service organization formed in 1976 with all of the duties and responsibilities as outlined in F.S. 1001.451. The Putnam County School Board is the legal entity designated to act as the parent state agency for NEFEC with the power to enter into contracts for the use and benefit of all Consortium members and participating school boards.

The Board has elected to contract with NEFEC as its agent for the procurement of various services and /or products more specifically described in subsequent contract attachments, which, upon approval become a part of this contract. If any contract entered into by the Putnam County School Board on behalf of NEFEC for the use and benefit of a participating School Board needs to be enforced the parties agree that each member School Board will hire its own counsel and bear its own costs and fees in enforcing the terms of the contract unless a different agreement is reached between the parties.

AGENDA ITEM NO. 8.8

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #27-020-A1 (Instructional Services Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 #27-020-A1_W.Milton.pdf

ATTACHMENT #27-020-A1 TO CONTRACT #731-27-020 BETWEEN THE BAKER COUNTY DISTRICT SCHOOL BOARD, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE INSTRUCTIONAL SERVICES PROGRAMS JULY 1, 2026, TO JUNE 30, 2027:

I. OBLIGATIONS OF NEFEC:

The NEFEC Instructional Services Program agrees to provide the Baker County District School Board the following services:

A. To coordinate the NEFEC Organization of Educational Leaders (NOEL) meetings. The meetings will provide district level instructional staff with opportunities for networking, sharing effective practices, and Florida Department of Education updates.
B. To coordinate role-alike networking meetings as needed which may include title directors, district data representatives, and mental health contacts.
C. To provide regional technical assistance in the implementation of legislative mandates and Florida Department of Education initiatives such as accountability requirements, district reading requirements, safety and mental health mandates, required instruction reporting, and B.E.S.T. Standards.
D. To provide facilitation and coordination of the development of plans required by Florida Statute and/or the Florida Department of Education. This includes the professional learning catalog, professional learning certification program and endorsement plans.
E. To provide regional grant writing and district grant support through template development. Grant writing may include state, federal, and foundation proposals.
F. To pursue legislative funding and Florida DOE funding as directed by the NOELs and/or NEFEC Board of Directors.
G. To provide access to online educational resources through the NEFEC website, including data visualizations and the professional learning registration system.
H. To facilitate the implementation of a regional professional learning certification program.
I. To facilitate college and career networking, including coordination of two regional counselor forums and support for the Comprehensive Local Needs Assessment.
J. To provide regional technical assistance in textbook adoption and the purchase of digital content.
K. To provide regional clinical educator and mentor training.
L. To provide online and regional face-to-face professional learning. This includes standards training, PLCs for school administrators, writing training, and other topics as requested by NOELs.
M. To provide access to professional learning through established partnerships.
N. To facilitate and support the NEFEC Board of Directors Leadership Development Project (BODLDP) and the School Leaders Network.

II. OBLIGATIONS OF THE BOARD:

The Baker County District School Board agrees:

A. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
B. The Board designates _____, a staff member of the Baker County District School Board, to act on behalf of the Board in all matters in connection with this Contract Attachment and approve all reports, drafts, and invoices.
C. To participate in the NEFEC Organization of Educational Leaders (NOEL).
D. To serve in an advisory capacity to NEFEC's Instructional Services Department.
E. To assist in planning and evaluating Instructional Services Program functions.
F. To pay to NEFEC $21,962.50 which represents a base fee of $2,500, plus $4.50 per FTE. FTE figures based on 2025-26 FEFP Third Calculation Unweighted Non-scholarship FTE students as of February 2026. Payments will be due on a semester basis. One-half of the total amount will be invoiced following the signing of this Contract; the remaining amount will be invoiced in January 2027.

AGENDA ITEM NO. 8.9

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Attachment #27-020-A6 (Enterprise Resource Software) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 #27-020-A6_W.Milton.pdf

ATTACHMENT #27-020-A6 TO CONTRACT #731-27-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, FOR THE MAINTENANCE AND SUPPORT OF ENTERPRISE RESOURCE SOFTWARE PURSUANT TO F.S.1011.71 (2) (d).

This ENTERPRISE RESOURCE SOFTWARE AGREEMENT is entered into, by and between NEFEC and the Board, to provide hosting services, technical support and training for the Skyward Enterprise Resource Software.

This Contract period shall be from July 1, 2026, to June 30, 2027, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC hereby agrees:

A. To provide hosting capabilities that support the Skyward fully integrated Finance, Human Resource and Student enterprise resource software system.
B. To ensure Skyward enterprise resource software system is capable of complying with all existing State mandated reporting requirements of school districts.
C. To provide Tier 1 and advanced technical support and training for the Skyward enterprise resource software system.
D. Procure necessary third-party applications on behalf of district upon request in support of services outlined herein.
E. To provide customized reports and visualization of Skyward data via the Skyward database or the Ed-Fi Operational Data Store.
F. To provide hardware and infrastructure necessary to store Board data, provide access to such data on demand and successfully execute the data functions of the school district in accordance with Exhibit A - ETS Service Level Agreement.
G. To provide disaster recovery measures which include:
    1. Active replication of district's data files from host to off-site Disaster Recovery site; and
    2. Daily, weekly, and monthly backups; and
    3. Failover to redundant telecommunication link in the event primary circuit fails; and
    4. Conducting an annual test of Disaster Recovery procedures to ensure at a minimum that a payroll cycle can be successfully completed using the off-site Disaster Recovery equipment and files.
H. To accept the responsibility of being the custodian of the Board's data and to make every effort to protect and secure the data from unauthorized access.
I. To conduct semi-annual planning meetings with the ETS Advisory Council and develop an annual plan and budget for their review and approval.
J. To aid and assist member districts in the planning and procurement of hardware to be attached to the NEFEC Educational Technology Services Operations Center.
K. To provide professional technical staff as approved by the Advisory Council.

L. To respond on a timely basis to the requests of the member districts and the priorities established through the user committees.
M. To plan for and provide system support software to meet the needs of the member districts.
N. To provide technical support to the district MIS Departments.
O. To provide a User Help Desk Service.
P. To plan for and provide application software as approved by the Advisory Council to meet the needs of the member districts.

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

A. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
B. To pay the following annual district assessments:
    1. Educational Technology Services Fee - $165,826 (FTE cost based on the 2025-26 FEFP Third Calculation of the FEFP minus the Family Empowerment Scholarship students as of February 2026). The amount includes a $14,416 base fee plus a graduated rate assessment of $35 for FTE less than 5,000, $28 for FTE between 5,000-9,999, and $26 for FTE greater than 10,000.
    2. Skyward Annual License Fees for software maintenance totaling $56,642.
        a) $55,279– Business and Student
        b) $1,363- LMS/One Roster API
    3. NEFEC will invoice the Board on July 1 and January 1 of the fiscal year. Payment will be due within 40 days of receiving the invoice.
    4. Qmlativ Migration Fee charge for FY 26-27 totaling $6,427.95 (see Exhibit C)
        a.) Qmlativ Business $2,850.55
        b.) Qmlativ Student $3,577.40
C. To appoint a security officer to control access privileges to the Board's data.
D. Membership in the Education Technology Service Program shall be on an annual option renewal. In the event of withdrawal from the Education Technology Service Program, the Board shall provide a one hundred eighty (180) day written notice of intent to withdraw and shall subsequently withdraw on the anniversary date of the program. If written notice to withdraw is not provided to the Education Technology Services Program one hundred eighty (180) days prior to the anniversary date, then Board shall renew their participation in the Education Technology Service Program on the anniversary date.
E. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

EXHIBIT A

ETS Service Level Agreement

This Service Level Agreement sets forth the provisions for management and hosting of district data.

1. ***Services.*** NEFEC shall provide the following services each year:
    a. Hosting of Skyward Enterprise Resource software and third-party software solutions on NEFEC resources, secured behind the NEFEC firewall; and
    b. Data security management services to ensure participating districts have secure access to their data; and
    c. Responsible as the custodian of the district data and to make every effort to protect and secure the data from unauthorized access; and
    d. Routine maintenance of all infrastructure components in accordance with industry standards; and
    e. Routine backups of hosted applications and data for purposes of archiving and allowing for recovery in the event of catastrophic failure. Backup data retention protocols are documented in the ETS Disaster/Recovery plan.

2. ***Confidentiality.*** NEFEC acknowledges and agrees that the algorithms and other materials comprising of Skyward Enterprise Resource software and hosted third party software are Confidential Information.

3. ***Uptime Service Level Requirement.*** NEFEC shall exercise a best-effort approach to service availability and shall strive to provide an industry standard ninety-nine and 90/100 percent (99.9%) Product Uptime. NEFEC guarantees a ninety-eight and one-half percent (98.5%) Product Uptime, excluding scheduled maintenance. NEFEC shall provide districts with its current maintenance schedule as indicated on the NEFEC Educational Technology Services webpage and will notify districts if that schedule changes. Furthermore, NEFEC shall not be held financially responsible in the event of an unscheduled service/Product availability outage due to an unexpected systems failure, natural disaster, or software fault unrelated to the host server.

System Maintenance Schedule:

Day of Week	Time	System Availability	Skyward Update Activity
Saturday	6:00pm - 10:00pm	Limited system availability	
Every 3rd Saturday	6:00pm - 2:00am	System may not be available	Releases

4. ***Effect of Termination.*** In the event of the expiration or termination of this Agreement for any reason, NEFEC shall take such action as is reasonably requested by the district in connection with the relocation of the data to a new hosting service.

EXHIBIT B

Form of Language to be Included in Board Sublicense Agreements

1. ***Certified Administrator***. Board acknowledges and agrees to have at least one employee or third-party contractor that has been deemed a Certified Administrator by NEFEC on their current version of the software provided by NEFEC to board. The Certified Administrator must have completed training and/or certification classes with NEFEC's certified instructors on the administration of the software provided by NEFEC to board. Board also acknowledges and agrees that in order to obtain whole version product upgrades, their Certified Administrator(s) may be required to attend training and/or certification classes that explain how to upgrade and administrate the new version of the software products.

2. ***Super Administrator***. Board shall designate one or more Super Administrators in accordance with data privacy and security requirements of FERPA. Through the Super Administrator(s), Board shall be responsible for assigning and maintaining Roles and Custom Roles (both as defined in the data privacy and security requirements of FERPA) and in order to ensure disclosure of personally identifiable information solely to users with a legitimate need to carry out the purposes of this Agreement.

3. ***Directory Maintenance***. Board is responsible for maintaining a directory of User IDs for all Authorized Users and associating each User ID with one or more Roles or Custom Roles. Board is responsible for ensuring that its Authorized Users use only their respective assigned User IDs and do not use another's User ID. Board will adopt and maintain such security precautions for User IDs and passwords to prevent their disclosure to, and use by, unauthorized persons.

4. ***Disclosures***. Through the Super Administrator, board will implement a process to ensure that data aggregated by board for analysis is disclosed only to authorized representatives of board. The Super Administrator may approve disclosures of personally identifiable information to a third party application provider only if specifically authorized by board or if the third party application provider is an authorized representative of a State Educational Agency with respect to its functions for evaluating and ensuring compliance with federal and state supported education programs, board has entered a written or electronic agreement with such third party application provider to obtain services from such provider, the disclosures are needed to provide such services, and such agreement provides that the personally identifiable information will be used only for that purpose and that the personally identifiable information will be destroyed when the service is terminated or when the board data is no longer needed for that purpose.

5. ***Indemnification***. NEFEC's licensors shall have no liability to board with respect to any infringement or claim thereof that is caused by (i) the use of the software provided by NEFEC to board in a manner for which it was neither designed nor contemplated, or (ii) any unauthorized modification of the software provided by NEFEC to board or combination of the software provided by NEFEC to board with any other product that causes the software provided by NEFEC to board thereof to become infringing.

EXHIBIT C

Qmlativ Transition Plan

1. All NEFEC member districts will migrate their current School Business and Student Suite product licenses to the Skyward Qmlativ product licenses between FY25-FY30.
   a. Skyward Business Suite, data included in the migration:
      - ❖ Accounting/Payroll History will be limited to the last 10 years of activity.
      - ❖ Employee Demographic Data
      - ❖ Accounting Activity
      - ❖ Purchase Order/AP Invoice History
      - ❖ Payroll Checking History
      - ❖ Assets
      - ❖ Positions
      - ❖ Warehouse Items Only
      - ❖ State Reporting Requirements
   b. Skyward Student Suite will include:
      - ❖ All current students. Along with all students that have graduated within the last 10 years, will be converted.
      - ❖ Entry/Withdrawal History
      - ❖ Grade History
      - ❖ Attendance History
      - ❖ Discipline History
      - ❖ Health Records
      - ❖ State Reporting Requirements

2. Project Management will work with NEFEC and the districts to determine a go live date.

3. Both SMS 2.0 and Qmlativ will be prorated accordingly based on Go-Live date of the Qmlativ Migration through the end of that current fiscal year.

4. **Fees**. The following fiscal year, Qmlativ recurring fees will be billed based on the district contract term. SMS 2.0 recurring fess will no longer be invoiced after the migration is completed.
   a. The one-time migration fees will be charged over the course of five years.
      - Year 1 is 15% (district cost listed below)
      - Year 2 is 15% (district cost listed below)
      - Year 3 is 15% (district cost listed below)
      - Year 4 is 20% (district cost listed below)
      - Year 5 is 35% (district cost listed below)

   *Districts will pay remaining balance of migration cost at time of go live ate.

5. **Training**. The Qmlativ Migration Service includes Database Setup, Project Management, Data Migration, Training Webinars and conversions of existing e- signatures. To assist with the transition the district will have access to the monthly QA sessions as well as the Professional Development Center. The PDC is a self-paced learning center to assist in training all staff. It includes online tutorials, simulations, and testing options.

BAKER 5 YEAR PAYMENT SCHEDULE FOR SKYWARD QMLATIV BUSINESS & STUDENT MIGRATION

	Total Obligation Over 5 Year Implementation	Year 1 2025-2026 15%	Year 2 2026-2027 15%	Year 3 2027-2028 15%	Year 4 2028-2029 20%	Year 5 2029-2030 35%	Total
Qmlativ Business	$ 19,003.62	$2,850.54	$ 2,850.55	$ 2,850.55	$3,800.74	$ 6,651.24	$ 19,003.62
Qmlativ Student	$ 23,849.33	$3,577.40	$ 3,577.40	$ 3,577.40	$4,769.87	$ 8,347.26	$ 23,849.33

AGENDA ITEM NO. 8.10

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Renew Agreement Attachment #27-020-A10 to the Main Agreement with North East Florida Educational Consortium to Provide Risk Management Services Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 #27-020-A10_W.Milton.pdf

ATTACHMENT #27-020-A10 TO CONTRACT #731-27-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE RISK MANAGEMENT SERVICES.

This contract period shall be from July 1, 2026, to June 30, 2027, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC agrees to provide Risk Management Services as follows:

A. To employ a Risk Management Services team to administer the Risk Management Program in accordance with the policies and procedures adopted by the NEFEC Board of Directors.

B. To provide general administration of Risk Management activities, consultative services, staff assistance, inspections, and investigations as appropriate, reporting, and data analysis.

C. To provide protection against losses incurred by the Board as per the Consortium program of insurance.

D. To provide claims services by contract through an Administrative Services Organization to include the investigation and resolution of claims, both casualty, and property, loss prevention services, collecting and analyzing experience data, and distributing periodic reports of claims activities. The Administrative Service Organization shall be fully authorized in the State of Florida to serve self-insurers for workers' compensation under the provisions of Rule 5.06, Florida Administrative Code.

E. To provide an evaluation of results achieved through an annual analysis report to the Board. This report will be prepared by the Director, Risk Management Services.

F. To work cooperatively with a Risk Management Advisory Committee composed of one representative, appointed by the superintendent, from each participating district.

G. To advise the Risk Management Advisory Committee members of the risks that are in the province of the Risk Management Program.

H. To provide the administration, staff, and personnel of participating school districts with a convenient reference on questions regarding loss prevention, loss control, claims, insurance, and all other risk-related topics.

I. To provide each participating district with a Risk Management Program Manual, a Claims Processing Manual, and a Loss Control/Safety Manual.

J. To assist participating school districts with the annual establishment of property values, payroll, personnel accounts, physical facilities, exposures, and other pertinent data required to be adequately protected under the Risk Management Program.

II. OBLIGATIONS OF THE BOARD:

The Board agrees to the following:

A. To be a member of and participate in the North East Florida Educational Consortium Risk Management Program.

B. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.

C. To designate a specific staff member of the Baker County District School Board and a designated replacement to act on behalf of the Board in all matters relating to this contract attachment and to approve all reports and payments.

D. To pay a prorated share of the Risk Management Program cost in accordance with the assessment schedule for 2026-2027, which is attached to, and becomes a part of the contract attachment when approved.

E. To pay to NEFEC contingent upon the amount indicated in each attachment for the product(s) and/or service(s) reflected therein. All invoices are due thirty (30) days from the date of the invoice. After thirty-one (31) days a penalty will commence and be computed at the current SBA daily interest rate plus 2%. Interest will be assessed for ninety (90) days, at which time services will be discontinued unless brought to the NEFEC Board's attention for further action.

F. Membership in the Risk Management Program shall be on an annual option renewal. In the event of withdrawal from the Risk Management Program, the Board shall provide a one hundred and twenty (120) day written notice of intent to withdraw and shall subsequently withdraw on the anniversary date of the program. If written notice to withdraw is not provided to the Risk Management Program one hundred and twenty (120) days prior to the anniversary date, then the Board shall renew their participation in the Risk Management Program on the anniversary date. Any district withdrawing from the Risk Management Program shall forfeit all rights to interest earnings and all other assets.

(1) If a district withdraws from the Risk Management Program, the length of time required for consideration for readmission would be a minimum of two (2) full program years. If a district should leave the program prior to the end of a program year, they will remain out of the Program for two (2) full program years plus the balance of the current program year.

(2) If a district withdraws from the Risk Management Program, there shall not be a refund from the earned interest or the loss fund from the effective date of the withdrawal from the Risk Management Program. Any district that withdraws from the Risk Management Program shall continue to be responsible for any assessments for unfunded claim fund losses that may occur and shall be assessed their appropriate percentage of the unfunded claim fund losses.

G. To agree that all decisions, policies, and procedures adopted by the NEFEC Board of Directors shall be binding. All insurance coverage or policy limits, on any line of coverage adopted by the NEFEC Board of Directors, shall be binding. The district bears sole responsibility for its portion of any insurance claim deductibles, and all employee benefit matters liability, including but not limited to the administration, funding, and compliance with applicable laws and regulations.

H. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement. This contractual attachment has been modified from the master contractual language for the purpose of the Risk Management Program.

I. The implementation date for coverage under the Risk Management Program was July 1, 1982, with anniversary dates of July 1 of each year thereafter.

NEFEC RMP RENEWAL INFORMATION					
2026-2027					
				Updated as of:	5/4/2026
	2025-2026 Expiring	2026-2027 Proposed		$ Increase/ (Decrease)	% Increase/ (Decrease)
Liability Package	$559,000.00	$568,000.00		$9,000.00	1.6%
XS Liability ($800,000 x $200,000)	Inc. in Public Pkg.	Inc. in Public Pkg.			
XS Liability ($1,000,000 x $1,000,000)	Inc. in Public Pkg.	Inc. in Public Pkg.			
Property	$6,440,000.00	$5,254,600.00		($1,185,400.00)	(18.41%)
Terrorism	$33,000.00	$33,000.00		$0.00	0.0%
Workers' Compensation	$327,728.00	$293,393.00		($34,335.00)	(10.48%)
Blanket Crime	$20,040.00	$20,040.00		$0.00	0.0%
Fiscal Agent Crime (Loss Fund)	$7,122.00	$7,122.00		$0.00	0.0%
Equipment Breakdown	$79,250.00	$73,304.00		($5,946.00)	(7.50%)
Directors/Educators Liability	$650,439.00	$650,439.00		$0.00	0.0%
Cyber (other than FLVS)(moving to Lloyds)	$277,647.00	$250,000.00		($27,647.00)	(9.96%)
RMP Budget	$395,000.00	$395,000.00		$0.00	0.0%
Claims Administration/TPA Service Fee	$527,316.00	$527,316.00		$0.00	0.0%
Vector Training Solutions	$46,746.00	$49,140.00		$2,394.00	5.1%
WC State Assessment	$51,736.00	$50,379.00		($1,357.00)	(2.62%)
Catastrophic Student Accident (other than FLVS and Hernando)	$79,253.00	$78,584.00		($669.00)	(0.84%)
Brokerage Service Fees	$297,002.00	$297,002.00		$0.00	0.0%
Loss Fund	$8,100,000.00	$8,900,000.00	*	$800,000.00	9.9%
TOTAL	**$17,891,279.00**	**$17,447,319.00**		**($443,960.00)**	**(2.48%)**
*Notes:					
1. $200,000 is being added to the loss fund to self-fund lightning losses with at $10k deductible per occurrence.					
2. The Property and Cyber line items for 2026-2027 are the "not to exceed" amounts for this renewal.					
3. The actuary increased the recommended loss fund amount to $8,700,000 plus the lightning SIR of $200,000 bringing the loss fund to $8,900,000.					
This information is being provided for your review and is subject to change.					

BAKER COUNTY SCHOOL DISTRICT

		2025-2026 Breakdown of Premium	2026-2027 Breakdown of Premium	$ Increase/ (Decrease)
Property		$342,561.42	$266,943.85	($75,617.57)
Terrorism		$1,755.36	$1,676.46	($78.90)
Workers' Compensation		$12,125.29	$10,569.69	($1,555.60)
Blanket Crime		$942.97	$942.97	$0.00
Fiscal Agent Crime (Loss Fund)		$335.12	$335.12	$0.00
Equipment Breakdown		$4,322.73	$3,998.40	($324.33)
Directors/Educators Liability		$24,785.44	$24,785.44	$0.00
Cyber		$16,044.93	$14,447.24	($1,597.69)
Group Catastrophic Student Accident		$5,537.10	$5,281.57	($255.53)
RMP Budget		$30,384.62	$30,384.62	$0.00
Claims Administration/TPA Service Fee		$25,495.66	$24,286.78	($1,208.88)
Vector Training Solutions		$1,729.51	$1,770.30	$40.79
Brokerage Service Fee		$15,798.36	$15,088.28	($710.08)
WC State Ass'mt		$2,776.78	$2,365.97	($410.81)
Liability Package		$29,840.00	$29,152.31	($687.68)
Loss Fund		$432,386.37	$456,788.02	$24,401.65
Total Required Funding Assessment		**$946,821.66**	**$888,817.03**	**($58,004.62)**

2025-2026 District Risk Management Program Returns				
Earned Interest for Year 44		$7,063.91		
Total Return		**$7,063.91**		

ASSESSMENT SCHEDULE
2026-2027

Updated as of: 5/1/2026

DISTRICT	INVOICE #1 35% 7/15/2026	INVOICE #2 20% 8/15/2026	INVOICE #3 20% 9/15/2026	INVOICE #4 15% 10/15/2026	INVOICE #5 10% 5/1/2027	TOTAL DUE
Baker	$311,085.96	$177,763.41	$177,763.41	$133,322.56	$88,881.70	**$888,817.03**

AGENDA ITEM NO. 8.11

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Attachment #27-020-A18 (Information Technology) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 #27-020-A18_W.Milton.pdf

ATTACHMENT #27-020-A18 TO CONTRACT #731-27-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE INFORMATION TECHNOLOGY ASSISTANCE AND RELATED SUPPORT SERVICES.

This Contract period shall be from July 1, 2026, to June 30, 2027, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC hereby agrees:

A. To offer this program with the following included benefits, regardless of package chosen:
   1. Emergency assistance when needed (e.g. natural disaster, loss of senior technical personnel). Note: This does not include extended service contracts.
   2. Host quarterly NEFEC Technology Advisory Council (NTAC) meetings
   3. Offer collaborative district networking
   4. Offer shared collaborative resources
   5. Disseminate information concerning successful and unsuccessful uses of technology
   6. Provide assistance in connecting the district with vendors for training and support
   7. Serve as liaison between the district and DOE to provide a perspective on what is vital and critically important in relation to digital learning implementation
   8. Facilitating a network of statewide resources with school-based technology

B. To offer tiered packages of support to accommodate districts' varying needs. Refer to exhibit A. Services breakdown with examples:
   1. White glove service
      a. Unboxing, Imaging, Provisioning, and/or Deployment
   2. End User Support
      a. Troubleshoot existing classroom technology
      b. User tickets
      c. Software support
   3. E-Rate Support*
      a. Provide basic guidance and recommendations on eligible E-Rate services and equipment.
      b. Help with the development of basic E-Rate narratives and Requests for Proposals (RFPs)
      c. Provide guidance on required forms, documentation, and program timelines.

      **Disclaimer: While NEFEC provides the best guidance possible, the school district retains ultimate responsibility for all final decisions, filing accuracy, deadline adherence, and E-rate program compliance.*
   4. Staff Training
      a. Offer IT staff training on IT-related technology or topics
      b. E-rate training for new staff
   5. Grant/Initiative Support/Consulting
      a. Technology planning
   6. Infrastructure Support/Troubleshooting
      a. Network Administration and Implementation
         i. Switching
         ii. Routing

iii. Firewalling
iv. Network Services like DHCP, DNS, etc.

b. Server Administration and Implementation
   i. Hardware
   ii. Operating Systems
   iii. Active Directory
c. Storage Administration and Implementation
   i. SAN/NAS
   ii. Backups
d. Application Administration and Implementation
e. Wireless Administration and Implementation
f. Broad spectrum Security
   i. Incident Analysis
   ii. Configuration
g. Azure/Cloud Design and Implementation
h. Virtualization Administration and Implementation
i. Support for Internet Service Provider switchovers

7. Infrastructure Consulting/Design
   a. Network Design and Planning
   b. Server Design and Planning
   c. Storage Design and Planning
   d. Application Integration and Planning
   e. Wireless Design and Planning
   f. Security Best Practices
   g. Azure/Google/Cloud Design and Planning
   h. Research
8. Other District Requests
   a. Other tasks as requested by a majority of the NEFEC Board of Directors or the NEFEC Technology Advisory Council (NTAC)
   b. Any other requests that do not fall under other categories

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

1. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
2. To pay the annual district assessment of (PLEASE CHECK BOX):

   ☐ $19,500 for package 1 OR

   ☐ $24,500 for package 2
3. Offer an Add on package (limited offer of 2 times annually) to purchase an additional 100 credits at the cost of $8,000 if package 1 or 2 credits are exhausted.

This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

Exhibit A

credits are exchanged for services at the rates in column ---------->	*credit cost*	**Package 1** $19,500 (*$65.00/credit*) 300 credits	**Package 2** $24,500 (*$61.25/credit*) 400 credits	**Add on** $8,000 (*$80/credit*) 100 credits	Ability to rollover 50 credits annually, but surrender credits if dropping from program.
Site visit	*per visit*	up to 15 (max)	up to 20 (max)	up to 5 (max)	max = Feasible amount program can support per district, annually, and can be exceeded at the discretion of the program director.
- White Glove Service	10	included	included	included	
- End User Support	10	included	included	included	
- E-Rate Support	15	included	included	included	
- Staff Training	15	included	included	included	
- Grant/Initiative Support/Consulting	20	included	included	included	
- Infrastructure Support/Troubleshooting	20	included	included	included	
- Infrastructure Consulting/Design	20	included	included	included	
- Other District Requests	TBD	included	included	included	
Remote support	*per hour*	up to 150 (max)	up to 200 (max)	up to 50 (max)	
- E-Rate Support	1	included	included	included	
- Other (Research/Grant Support/etc.)	1.5	included	included	included	
- Grant/Initiative Support/Consulting	2	included	included	included	
- Infrastructure Support/Troubleshooting	2	included	included	included	
- Infrastructure Consulting/Design	2	included	included	included	
- Other District Requests	TBD	included	included	included	

AGENDA ITEM NO. 8.12

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #27-020-A27 (Building Code Administrator) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 #27-020-A27_W.Milton.pdf

ATTACHMENT #27-020-A27 TO CONTRACT #731-27-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, FOR THE SERVICES OF A BUILDING CODE ADMINISTRATOR.

This contract period shall be from July 1, 2026, to June 30, 2027, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC hereby agrees to the following:

A. To employ a Building Code Administrator in accordance with the procedures established by the BCA Advisory Committee. The individual will report to each of the district contacts as well as NEFEC's Associate Executive Director.
B. To issue all permits required by the Florida Building Code and State Statue 1013.38 (School Boards to ensure that facilities comply with building codes and life safety codes).
C. Permits issued will cover any new construction, remodeling, and renovations of any facilities and the repair, removal, enlargement, alteration, conversion or replacement of any electrical, gas, mechanical or plumbing systems.
D. To review and approve plans, and construction documents to be permitted and coordinate plan review with the appropriate fire safety inspector.
E. To inspect all phases of the construction project for the required inspections and visit the job site to coordinate the construction process.
F. To meet with contractors, architects, and engineers on preconstruction planning and during the construction project.
G. To issue an annual maintenance permit as required by State Statue 553.80(6) (d) and SREF.
H. To review district annual facility maintenance permit work orders for compliance with the State Statues, State Requirements for Educational Facilities (SREF), Florida Building Code and the Florida Fire Prevention code.
I. To perform code compliance inspections for work orders that fall under the annual facility maintenance permit. This includes any alterations to existing electrical, gas, mechanical, plumbing systems. Any emergency repairs, minor renovations, and minor remodeling as long as the projects do not exceed $200,000.00 per project.
J. To issue day labor project permits for any construction projects estimated to cost $200,000.00 or less and perform code compliance inspections.
K. To provide training and updates for the Florida Building Code and the State Requirements for Educational Facilities (SREF) for maintenance personnel.
L. To perform annual inspections for all portable classrooms as required by SREF and the Florida Building Code.

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

A. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
B. To designate _____, a staff member of the Baker County District Schools, to act on behalf of the Board in all matters in connection with this contract attachment and approve all reports, drafts and invoices.
C. To provide temporary office space as needed by staff.
D. To pay NEFEC $25,180.29 for FY 2026-2027. Participating districts include Baker, Gilchrist, Hamilton, Levy, Nassau, Putnam, Suwannee, and Union Counties.
E. That participation in this program shall be on the annual option renewal. In the event of withdrawal from this program, the Board shall provide a sixty (60) day written notice of intent to withdraw and subsequently withdraw at fiscal year end June 30, 2027.

That this contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

AGENDA ITEM NO. 8.13

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #27-020-A43 (Human Resource Management Network) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 #27-020-A43_W.Milton.pdf

ATTACHMENT #27-020-A43 TO CONTRACT #730-27-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE HUMAN RESOURCE MANAGEMENT NETWORK SERVICES AND RELATED SUPPORT SERVICES:

I. OBLIGATIONS OF NEFEC:

NEFEC agrees to the following:

A. Assist Human Resources Management Network members in streamlining their Human Capital Management Systems to include action planning for Recruitment and Retention.
B. Facilitate networking and sharing of best practices.
C. Assist districts in planning and coordinating targeted professional development for Human Resource Management Network members.
D. Collaborate and inform members of the Human Resource Management Network on all matters related to innovative recruitment and retention initiatives/strategies.
E. Provide training and support for implementation of Skyward Fast Track.
F. Assist participating districts in developing recruitment and retention programs and marketing materials.
G. Target specific universities and teaching colleges within Florida and out-of-state (if applicable) for recruitment visits (includes registration fees for respective career fairs).
H. Coordinate with district staff to plan a recruitment and retention event.
I. Work with districts and NEFEC staff to implement comprehensive induction programs that include mentoring, staffing high need/critical areas, alternative certification options, and community involvement in welcoming and supporting new teachers.
J. Work with districts on grow your own teacher initiatives.
K. Serve as a liaison with the Florida Department of Education's Recruitment and Retention Office and work to secure support for NEFEC recruitment initiatives.
L. Assist districts with the use of Human Capital Management System data.
M. Facilitate Human Resource related professional learning as needed.
N. Provide technical assistance with legislation.

II. OBLIGATIONS OF THE BOARD:

The Board agrees:

A. To designate the following district staff member _____, to act as the Human Resource Management Network contact.
B. To pay NEFEC $4,054.50 based on $.66/FTE, (FTE figures are based on the 2025-2026 FEFP Third Calculation Unweighted Non - Scholarship FTE students as of February 2026), plus $1,200.00 base fee. NEFEC will invoice the Board upon receipt of this properly signed contract
C. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
D. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

AGENDA ITEM NO. 8.14

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #27-020-A45 (Document Archiving Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 #27-020-A45_W.Milton.pdf

ATTACHMENT #27-020-A45 TO CONTRACT #731-27-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE DOCUMENT ARCHIVING SERVICES.

This Contract period shall be from July 1, 2026, to June 30, 2027, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC hereby agrees:

A. To plan, implement and evaluate all aspects of the Document Archiving Project including the following:
   a. Assess district needs and priorities relative to document archiving;
   b. Provide technical assistance and support as needed for document archive questions and initiatives and program planning;
   c. Provide secure access to the document archive for authorized district personnel;
   d. Provide backup and archiving services to protect district document integrity;
   e. Provide initial allocation of 20GB of storage space for document storage. Additional storage space provided at an annual cost of $100 per additional 20GB used, to be assessed annually at renewal time;
   f. Coordinate needs assessments, surveys, and communications;
   g. Coordinate workshops or training sessions for as needed; and
   h. Perform other tasks as requested by a majority of the NEFEC Board of Directors.

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

A. To be a member of and participant in the North East Florida Educational Consortium Document Archive Project.
B. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
C. To pay the annual district assessment of $891.47 plus surcharge for any additional disk storage space used:
   a. First 20GB storage space included in base assessment.
   b. Additional disk space allocated: ___60__ GB.
   c. Current surcharge for additional space: $ 300.00,
   d. Total Due: (Annual Fee) $ 891.47 + (Surcharge) $ 300.00 = $ 1,191.47,
   e. Payment will be due within 0 days of receiving the invoice.
D. To designate the District Document Archiving contact: _____
E. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

AGENDA ITEM NO. 8.15

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the NEFEC Contract Attachment #27-020-A47 to Provide Virtual Instruction Program (VIP) Services, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of NEFEC 2026-2027 #27-020-A47_W.Milton.pdf

ATTACHMENT 27-020-A47 TO CONTRACT 731-27-020 BETWEEN DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM (NEFEC) TO PROVIDE VIRTUAL INSTRUCTION PROGRAM (VIP) SERVICES COMMENCING JULY 1, 2026, AND ENDING AUGUST 31, 2027:

WHEREAS, the 2008 Legislature created Florida Statute 1002.45, an act relating to virtual instruction programs that allows school districts the option to implement K-12 virtual instruction programs, and

WHEREAS, school districts are authorized in F.S. 1002.45 to establish Florida Virtual School franchises, provide district-run programs, and enter into multi-district contractual arrangements through a regional consortium, and

WHEREAS, NEFEC has contracted with Florida Virtual School (FLVS), K12 Florida LLC, and Imagine Learning, LLC.

NOW THEREFORE, NEFEC and the Board enter into this Attachment and agree as follows:

I. NEFEC agrees as follows:

- **A.** To comply with all requirements of Section 1002.45, Florida Statutes and with disclosure requirements adopted in rule by the State Board of Education.
- **B.** To assist the school district in determining a student's eligibility to participate in a VIP option as listed in Section 1002.455, Florida Statutes.
- **C.** To ensure that students enrolled in a district VIP serviced by NEFEC are equipped with all necessary instructional materials per Section 1002.45, Florida Statutes.
- **D.** To assist the school district in establishing procedures to monitor compulsory attendance requirements in a VIP per Section 1002.45, Florida Statutes.
- **E.** To assist the school district in monitoring online providers' compliance with contract terms, such as the providers' quality of virtual instruction, provision for data quality requirements, and provisions specifying the minimum required security controls the school district is expected to have in place to protect the confidentiality, availability, and integrity of sensitive educational data.
- **F.** To protect student online personal information through Student Data Privacy Agreements with vendors as required per Section 1006.1494, Florida Statutes.
- **G.** To recruit, train, provide, and pay virtual instructors for district-run virtual instruction programs.
- **H.** To manage NEFEC online portals that support district-operated virtual instruction programs for participating districts.
- **I.** To provide evidence that all virtual instructors have passed a background screening as required by Section 1012.32, Florida Statutes, using state criminal history records from the Florida Department of Law Enforcement.
- **J.** To ensure that all virtual instructors hold a valid Florida Teaching Certificate in any subject area they are assigned.
- **K.** To assign virtual instructors to courses and students.
- **L.** To enroll district approved students in courses.

M. To monitor NEFEC-contracted virtual instructors.

N. To pay Florida Virtual School, K12 Florida LLC, and Imagine Learning, LLC the contracted fees pursuant to student participation and successful completion.

O. To hold all information as confidential and not use such data for any purpose other than providing services and support to districts under this agreement. NEFEC shall use all such data and personally identifiable information in compliance with all applicable laws.

P. To ensure the protected transmission of all confidential and identifiable information to districts via encrypted documents or use of a secure learning management system.

Q. To ensure that acceptable student-teacher ratios are established to ensure the number of students in the district VIP classes are not excessive.

R. To disclose student-teacher ratios as requested by individual districts contracted with NEFEC.

S. To provide documentation of student progress in virtual courses for students enrolled in both full-time and part-time virtual instruction program in grades K-12.

T. To follow the method listed below for conflict resolution:
Any dispute concerning performance of the contract shall be decided by the Board's designated contract manager, who shall reduce the decision to writing and serve a copy to NEFEC. The decision shall be final and conclusive, unless within ten (10) days from the date of receipt, NEFEC files with the Board a petition for administrative hearing. The Board's decision on the petition shall be final, subject to NEFEC's right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to NEFEC's ability to pursue any other form of dispute resolution, provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.

U. To only terminate this contract before its expiration as follows: a) both Parties agree in writing to the termination; or b) if either Party materially breaches the contract and fails to cure such breach within ninety (90) days following written notification of such breach from the other Party, the non-breaching Party may elect to terminate.

V. To invoice the District no less than three times a year as follows for services offered through August 31, 2027. Invoices will be generated at the end of the first semester (Cycle 1), at the end of second semester (Cycle 2), and at the end of summer (Cycle 3) per the costs of individual products listed in the following Online Course Provider tables below.

Online Course Provider: Imagine Learning, LLC (Grades 6-12)

7023 – Part-time or Full-time

Comprehensive program including content, hosting, and instruction with MDVS instructors or District instructors. Fees for Imagine Learning, LLC (Edgenuity) course offerings include curriculum fees, administration fees, and instructor fees.

All courses are billed at $45 per semester with the exception of the following tier 2 courses which will be billed at $85 per semester.

American Sign Language 1, 2, and 3	M/J Exploring Music
Creative Photography	Music of the World
Culinary Arts 1	Nutrition and Wellness
Holocaust Education	Parenting Skills
Journalism 1	Psychology 1
Law Studies	Social Media
M/J Creative Photography	Theater, Cinema, and Film Production 1

**MDVS may offer additional Edgenuity courses, not to exceed $100 for the curriculum fee. Administration and Instruction Fee will follow as listed below.

Billing:

- A grace period will be given for each half credit or semester enrollment. This grace period concludes after the student has maintained active status in Edgenuity for at least 28 days.
- District Facilitated Courses: The Administration Fee of $15 and the Curriculum Fee will be charged after grace period.
- MDVS Facilitated Courses: The Curriculum Fee will be charged after grace period. The Administration Fee of $50 per half credit/semester and Instructor fee of $150 per half credit/semester will be charged upon successful course completion.

Online Course Provider: K12 Florida LLC (Grades K-12)

7001 - Part Time (up to 3 courses)

Comprehensive program including content, hosting, materials, and instruction with K12 instructors.

K12 Fully Managed Program	Curriculum and Instruction Fee	Administration Fee	Total Not to Exceed
Single Course Grades 6-12 (Per Semester)	$400/semester	$15/semester	$830/year

7001 - Full Time (6 courses)

Comprehensive program including content, hosting, materials, advisor support, and instruction with K12 instructors.

K12 Fully Managed Program	Curriculum and Instruction Fee	Administration Fee	Total Not to Exceed
Full-time up to 6 courses Grades 6-12 (Per Semester)	$4,295/semester	$60/semester	$8,710/year

Billing:

- The district will be charged for the K12 Curriculum and Instruction Fee for each course after 30 days.
- The full Administration Fee is charged at the end of each semester.
- No additional fees will be charged for a student for any month following notice to NEFEC of the student's withdrawal from the course(s).

7023 - Elementary Part Time (up to 4 courses)

Comprehensive program including content, hosting, materials, and instruction with MDVS instructors. Students may choose from 4 core courses including English Language Arts, Mathematics, Science, and Social Studies. Full year elective choices include Art, Music, and Physical Education.

MDVS Instructor	Curriculum & Materials Fee	Administration Fee	MDVS Instructor Fee	Total Not to Exceed
Single Course K-5 (Per Semester)	$115/semester	$30/semester	$60/semester	$205/semester

7023 - Elementary Full Time (5 courses)

Comprehensive program including content, hosting, materials, and instruction with MDVS instructors. Students will be enrolled in 4 core courses including English Language Arts, Mathematics, Science, and Social Studies. Full year elective choices include Art, Music, and Physical Education.

MDVS Instructor	Curriculum & Materials Fee ($115/course)	Administration Fee ($30/course)	MDVS Instructor Fee ($60/course)	Total Not to Exceed
Full-Time K-5 (Per Semester)	$575/semester	$150/semester	$300/semester	$1,025/semester
Full-Time K-5 (Per Year)	$1,150/year	$300/year	$600/year	$2,050/year

Billing:

- The district will be charged for the K12 Curriculum for each course after 30 days.
- The full Administration Fee is charged at the end of each semester.
- The Instructor Fee will be charged with each successful course completion.
- No additional fees will be charged for a student for any month following notice to NEFEC of the student's withdrawal from the course(s).

Online Course Provider: District Franchise of Florida Virtual School

7004 - District Franchise of Florida Virtual School (Grades 6-12)

Comprehensive program including content, hosting, and instruction with MDVS instructors. Fees for FLVS course offerings include curriculum fees, administration fees, and instructor fees.

Course	Curriculum Fees Per Half Credit/Semester (Not to Exceed)	Course	Curriculum Fees Per Half Credit/Semester (Not to Exceed)
Accounting Applications 1	$90.00	AP Precalculus	$75.00
AP Art History	$75.00	AP Psychology	$90.00
AP Biology	$90.00	AP United States Government & Politics	$90.00
AP Calculus AB	$75.00	AP United States History	$90.00
AP Calculus BC	$75.00	AP World History: Modern	$75.00
AP Computer Science A	$75.00	Calculus Honors	$60.00
AP Computer Science Principles	$75.00	Computer & Network Security Fundamentals	$80.00
AP English Language and Composition	$75.00	Driver Education/Traffic Safety - Classroom	$75.00
AP English Literature and Composition	$75.00	Guitar 1	$70.00

AP Environmental Science	$75.00	M/J Guitar 1	$70.00
AP Human Geography	$75.00	M/J Peer Counseling 1	$75.00
AP Macroeconomics	$75.00	Mathematics for College Algebra	$60.00
AP Microeconomics	$75.00	Outdoor Education	$95.00
AP Physics 1	$90.00	All other franchise courses	$50.00

**MDVS may offer additional or updated FLVS courses, not to exceed $100 for the curriculum fee and additional, appropriate fees.

Billing:

- Each enrollment will be provided with a grace period. The grace period will end once the student achieves 20% course completion OR is in active status in VSA for a minimum of 30 days.
- District Facilitated Courses: The Administration Fee of $15 and the Curriculum Fee will be charged after grace period.
- MDVS Facilitated Courses: The Curriculum Fee will be charged after grace period. The Administration Fee of $50 per half credit/semester and Instructor fee will be charged upon successful course completion.
- Instructor fees are based on expertise, critical shortage area, course workload, and program number as follows:
    - Tier 1 - $150
    - Tier 2 - $135
    - Tier 3 - $120

7004 – District Franchise of Florida Virtual School (Grades K-5)

Comprehensive program including content, hosting, and instruction with MDVS instructors. Students may register for a single segment (semester) of a course up to full-time enrollment that consists of 6 courses per semester. Students may choose from 4 core courses including English Language Arts, Mathematics, Science, and Social Studies. Elective choices include Art, Physical Education, Spanish, and Technology.

MDVS Instructor	Curriculum Fee	Administration Fee ($50/course)	MDVS Instructor Fee (Core $150/course Elective $120/course)	Total Not to Exceed
Full-Time (4 core and 2 elective courses/semester)	$50/semester	$300/semester	Core-$600/semester Elective-$240/semester	$2,880/year

Billing:

- Each enrollment will be provided with a grace period. The grace period will end once the student achieves 20% course completion OR is in active status in VSA for a minimum of 30 days.
- District Facilitated Courses: The Administration Fee of $15 and the Curriculum Fee will be charged after grace period.
- MDVS Facilitated Courses: The Curriculum Fee will be charged after grace period. The Administration Fee of $50 per half credit/semester and Instructor fee will be charged upon successful course completion.

II. The Board agrees as follows:

A. To comply with all requirements of Section 1002.45, Florida Statutes and with disclosure requirements adopted in rule by the State Board of Education.
B. To establish a district Instructional Virtual Education contact.
C. To establish a district MIS Virtual Education contact.
D. To attend MyDistrict Virtual School Instruction Program meetings as requested.
E. To establish and maintain the school/reporting designations determined by the Florida Department of Education to report students participating in MyDistrict courses in programs such as 7001, 7004, 7006, and 7023.

F. To provide, upon request, a detailed curriculum plan outlined in the school district's student progression plan illustrating how students will be provided services and be measured for attainment of proficiency in the Florida Standards for each grade level and subject.
G. To provide verification of student VIP eligibility, as appropriate.
H. To verify need and provide the required technology for VIP students who qualify.
I. To notify, communicate, and/or provide, support services consistent with the legal requirements for students with special needs. These special needs could be seen in an English Language Learner (ELL), IEP, 504 Plan, or others as mutually identified.
J. To approve virtual student course requests.
K. To monitor virtual student progress.
L. To communicate with all caregivers of students participating in virtual courses.
M. To communicate with and schedule students for Advanced Placement® and state-required assessments.
N. To set up Exam Only sections on AP Central® and enroll district students who take Advanced Placement® course with MyDistrict Virtual School.
O. To make timely payment earned by the virtual Advanced Placement® instructor of record for successful student completion of Advanced Placement® Exams.
P. To coordinate with caregivers on reclaiming non-consumable materials.
Q. To report FTE and all other DOE survey information.
R. To input student demographic, scheduling, and course grade data, as needed, into the District database(s).
S. To recommend the appropriate provider option for high school students based on their academic needs.
T. To recommend the appropriate curriculum choice for students where supplemental material is warranted.
U. To make timely payment of NEFEC invoices per the fees noted in item I. V of this contract attachment, to include services for students who have been granted summer instruction beyond the 180-day school calendar, ending no later than August 31, 2027.
V. To follow the method listed below for conflict resolution: Any dispute concerning performance of the contract shall be decided by the Board's designated contract manager, who shall reduce the decision to writing and serve a copy to NEFEC. The decision shall be final and conclusive, unless within ten (10) days from the date of receipt, NEFEC files with the Board a petition for administrative hearing. The Board's decision on the petition shall be final, subject to NEFEC's right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to NEFEC'S ability to pursue any other form of dispute resolution, provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.
W. To only terminate this contract before its expiration as follows: a) both Parties agree in writing to the termination; or b) if either Party materially breaches the contract and fails to cure such breach within ninety (90) days following written notification of such breach from the other Party, the non-breaching Party may elect to terminate.
X. To be responsible for all debts for the Board's Virtual Instruction Program that arise out of NEFEC's performance of this contract if the contract is not renewed or is terminated. This does not excuse the Board from paying any obligations incurred resulting from its obligations under this contractor from the payment of any debts incurred under this contract for termination unless such termination is as provided for in II. V.

AGENDA ITEM NO. 8.16

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Traci Wheeler - (259-6776)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Grant Proposal Title I, Part A: Improving the Academic Achievement of the Disadvantaged Grant in the Amount of $1,281,005.00. New / Entitlement / Federal / No Matching

ATTACHMENTS:
07.20.2026 Approval of Title I, Part A Improving the Academic Achievement of the Disadvantaged_T.Wheeler.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Title I, Part A: Improving the Academic Achievement of the Disadvantaged*

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

CONTACT PERSON:	*Traci Wheeler*

CONTACT PHONE NUMBER:	*904-259-6776*

AMOUNT REQUESTED:	*$1,281,005.00*

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)*
Title I, Part A addresses the academic achievement of economically-disadvantaged students. The purpose of this grant is to provide children with significant opportunity to receive a fair, equitable, and high-quality education and to close educational achievement gaps.

HOW WILL FUNDS BE USED *(If additional space is needed, attachments may be used)*
These funds will be used to address increasing student academic outcomes for elementary students.The grant will fund classroom teachers, instructional coaches, paraprofessionals, technology support, grant administrator, and grant assistant. These funds will also be used to purchase supplemental instructional materials, supplies, and to provide resources for parent and family engagement.

SUBMITTED BY: ***Traci Wheeler*** **DATE:** ***June 30,2026***

Florida Department of Education Project Application

A) Program Name:	DOE USE ONLY (Date Received)
Title I, Part A - Improving the Academic Achievement of the Disadvantaged (TIPA)	
TAPS NUMBER: 27A001	
B) Name and Physical/Facility Address of Eligible Applicant: Baker County School District, 392 South Boulevard East, Macclenny, FL 32063	Project Number (DOE Assigned):

C) Total Funds Requested:	D) Applicant Contact & Business Information	
	Program Contacts' Name: Traci Wheeler	Fiscal Contacts' Name: Teri Ambrose
$1,281,005.00	Email Address: traci.wheeler@bakerk12.org	Email Address: teri.ambrose@bakerk12.org
	Telephone Number: 904-259-6776	Telephone Number: 904-259-0418
DOE USE ONLY Total Approved Project:	Mailing Address (If different from Physical/Facility Address):	UEI number: MJG4ULGMPKE7
		FEIN number: F596000509001

CERTIFICATION

As the official who is authorized to legally bind the agency/organization, I 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) Signature of Agency Head

Printed Name of Agency Head	Title of Agency Head	Date Signed
J. Wyatt Milton	Superintendent	6/29/2026

F) Signature of Additional Agency Head (As Applicable)

Printed Name of Agency Head	Title of Agency Head	Date Signed

DOE 100A
Revised May 2026

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Title I, Part A

Baker County

Improving Basic Programs Operated by Local Educational Agencies

To provide all students significant opportunity to receive a fair, equitable and high-quality education and to close educational achievement gaps.

Program Contact Name	Traci Wheeler	**Fiscal Contact Name**	Teri Ambrose
Title	Director of Accountability and Special Programs	**Title**	Executive Director of Finance and Support Services
Phone Number	904-259-6776	**Phone Number**	904-259-0418
Contact Email	traci.wheeler@bakerk12.org	**Contact Email**	teri.ambrose@bakerk12.org

Preliminary Allocation	**$1,175,005.00**
Requested Allocation Amount	**$1,175,005.00**
Estimated Roll Forward	**$106,000.00**
Total Funds Requested (sum of allocation and estimated roll)	**$1,281,005.00**

Area of Focus 1	Student Achievement
Area of Focus 2	Parent and Family Engagement
Area of Focus 3	Homeless Education
Area of Focus 4	Neglected and Delinquent Reservation
Area of Focus 5	Early Childhood
Area of Focus 6	Private School
Area of Focus 7	Transportation and Foster Care
Area of Focus 8	College and Career Readiness
Area of Focus 9	Educational Services Funded at the LEA Level
Area of Focus 10	Administrative Costs

Area of Focus 1: Student Achievement

A. Describe how the LEA will develop and implement a well-rounded Title I, Part A program of instruction to meet the academic needs of all students.

The objective of the LEA's Title I, Part A program is to support students toward becoming proficient on state academic achievement standards in reading, math, and science and to close the achievement gap between high- and low-performing children. The Title I district administrator, school administrators, coaches, and teachers will utilize a Multi-Tiered System of Support (MTSS) to monitor students' progress in meeting Florida's challenging standards. The critical elements of MTSS include curriculum standards, assessments used to inform instruction, multiple tiers of instruction and intervention, and data-based problem-solving to make decisions on needed supports to meet the academic needs of all students. Our district's MTSS practices for academic, behavior, and resiliency standards clearly identify learning standards and identify schoolwide expectations. Specific instructional/intervention plans are developed and based on verified reasons students are not meeting expectations. Progress is monitored across Tiers 1, 2, and 3 using progress monitoring data to identify the gap between expected outcomes and the current outcomes. The LEA schedules MTSS school-based leadership team (SBLT) meetings at each school site. The LEA utilizes state assessment data, Skyward student database system, and PowerBI through NEFEC to monitor students' progress in meeting Florida's academic standards. Additionally, in order to meet the academic needs of all students, certified teachers and highly-qualified paraprofessionals are employed at the Title I schools, and effective supplemental materials (web-based, consumable, etc.) are provided to enhance the curriculum and instructional materials adopted by the schools. These materials and additional supports are provided in the classroom setting and through push-in and pull-out services and interventions provided by instructional staff and paraprofessionals. Instruction is aligned to the Florida standards, and teachers at all Title I schools are provided with time for collaboration and effective instructional planning. Professional development is provided with Title I, Part A and other federal funds to ensure best first instruction practices that actively engage all students by using effective, varied, and evidence-based programs and practices to accelerate studetn academic achievement, such as those described in the IES Foundational Skills to Support Reading for Understanding in Kindergarten Through 3rd Grade Practice Guide and the IES Improving Reading Comprehension in Kindergarten Through 3rd Grade Practice Guide. Schools are provided information and support regarding options for using their funds through discussions and meetings between the Title I district administrator, school administrators, instructional coaches, and Title I staff. Information from the Comprehensive Needs Assessments and parent surveys is taken into consideration when determinig the use of funds. The district administrator also assists schools in identifying and serving gifted students. Students are recommended by classroom teachers, parents, and/or school staff and then screened by the school psychologist for possible gifted placement. Students who qualify participate in a gifted program one day per week and are provided additional academic opportunities and enrichment in the classroom. The LEA also assists in developing effective library programs by providing supplemental digital programs, classroom instruction regarding district skills, and purchasing books (along with other federal funds) from Florida's B.E.S.T. English Language Arts (ELA) Standards booklists for classrooms. The LEA also collaborates with the early childhood education program at the school level for the transition of students from PreK/VPK program to kindergarten. Students and parents are invited to Kindergarten Readiness Nights to tour the school, register for kindergarten, complete an activity, and receive materials/booklets for home. The LEA concentrates Title I, Part A funds in the elementary grade levels in the district, so career and technical education (CTE) and work-based learning opportunities are not applicable.

B. Describe how the LEA will identify Title I, Part A students who may be at-risk for academic failure.

Resources to identify and support students who may be at risk for academic failure are provided through the Title I, Part A program. MTSS implementation resources are identifed and allocated by the LEA. The LEA uses a data-based, four-step problem-solving approach which includes defining the goals and objectives to be obtained, identifying possible reasons the desired goals are not being obtained, developing a plan for and implementing evidence-based strategies to attain the goals, and evaluating the effectiveness of the plan. Students are identified by analying various data points in state assessment data, PowerBI, and/or Skyward, and the four-step problem-solving approach is then used for those students identified as needing additional educational assistance. The students will have a personal instructional/intervention plan written, executed, and monitored based on the SBLT's review. Students who are actively receiving interventions are administered more frequent progress monitoring to inform instruction and monitor the success of interventions. The LEA meets the linguistic, resiliency, behavioral, and academic needs of students in schoolwide Title I, Part A programs at each school. These needs are met in the classroom with strong, rigorous, evidence-based instruction, with differentiated instruction, with supplemental programs and materials to support first instruction, through push-in and pull-out services to provide interventions by instructional staff and highly-qualified paraprofessionals, through an embedded resiliency program, and by offering mental health services by counselors at all school sites. Students who scored below proficiency on the state assessments are provided with opportunities for growth and improvement. The objective of the LEA's Title I, Part A program is to support students toward becoming proficient on state academic achievement standards in reading, math, science, and to close the achievement gap between high- and low-performing students. The goal is to increase the percentage of students scoring at a proficient level on the state assessments from the previous year and to increase the percentage of students making learning gains on the state assessments from the previous year.

C. Describe how the LEA will provide additional educational assistance to individual students the LEA or school determine need help in meeting Florida's challenging academic standards.

The LEA will provide additional educational assistance to individual students the LEA or school determine need help in meeting Florida's challenging academic standards. Resources to support MTSS implementation are identified and allocated by the LEA. The LEA uses a data-based, four-step problem-solving approach which includes defining the goals and objectives to be obtained, identifying possible reasons the desired goals are not being obtained, developing a plan for and implementing evidence-based strategies to attain the goals, and evaluating the effectiveness of the plan. Students are identified by analying various data points in state assessment data, PowerBI, and/or Skyward, and the four-step problem-solving approach is then used for those students identified as needing educational assistance. The students will have a personal instructional/intervention plan written, executed, and monitored based on the SBLT's review. Students who are actively receiving interventions are administered more frequent progress monitoring to inform instruction and and monitor the success of interventions. The LEA meets the linguistic, resiliency, and academic needs of students in schoolwide, Title I, Part A programs. These needs are met in the classroom with strong, rigorous, evidence-based instruction, with differentiated instruction, with supplemental programs and materials to support first instruction, through push-in and pull-out services to provide interventions by instructional staff and highly-qualified paraprofessionals, through an embedded resiliency program, and by offering mental health services by counselors at all school sties. Based on 2024-2025 subgroup data (the most recent data available), 51% of low-income/economically disadvantaged elementary students were proficient on the Grade 3 English Language Arts (ELA) assessment, and 51% were proficient on the Grades 3-5 English Language Arts (ELA) assessment. Fifty-six percent of low-income/economically disadvantaged students in grades 3-5 were proficient on the FAST Math assessment. However, only 40% of low-income/economically disadvantaged elementary students were proficient on the science assessment. Students with disabilities (SWD) are in need of additional support. Only 28% of SWD were proficient in ELA, 36% were proficient in math, and 18% were proficient in science. The district does not have enough students in the following categories to qualify for a school grade score: English Language Learners (ELL), children and youth in foster care, migratory children, neglected and delinquent, immigrant, and American Indian and Alaska Native students.

D. Describe how the LEA will identify and implement instruction and other strategies intended to strengthen and improve school conditions for student learning.

The LEA identifies and schedules professional development in effective instruction in Tier I core curriculum. Additionally, the LEA provides professional learning activities to teachers, paraprofessionals, and administrators at Title I schools to strengthen academic achievement in the areas of English Language Arts, writing, math, and science through Professional Learning Communities, workshops, and conferences. Stipends will be provided for professional learning that occurs outside of the contractual day. Substitutes will be provided for professional learning during the school day, and funds for travel will be provided for workshops/conferences that occur out of town. Professional learning is provided at all Title I schools and will offered throughout the 2026-2027 school year. The LEA also collaborates with the early childhood education program at the school level for the transition of students to kindergarten. Students and parents are invited to Kindergarten Readiness Nights to tour the school, register for kindergarten, complete an activity, and receive materials/booklets for home. The LEA meets the linguistic, resiliency, behavioral, and academic needs of students in schoolwide TItle I, Part A programs. These needs are met in the classroom with strong, rigorous, evidence-based instruction, with differentiated instruction, with supplemental programs and materials to support first instruction, through push-in and pull-out services to provide interventions by instructional staff and highly-qualified paraprofessionals, through an embedded resiliency progran, and by offering mental health services by counselors at all school sites. The objective of the LEA's Title I, Part A program is to support students toward becoming proficient on the state academic achievement standards in reading, math, and science, and to close the achievement gap between high- and low-performing children, and the goal is to increase the percentage of students scoring at a proficient level on the state assessments from the previous year.

E. Describe the LEA's strategy to implement supporting efforts to reduce the overuse of discipline practices that remove students from the classroom. This may include identifying and supporting schools with high rates of discipline, disaggregated by each of the subgroups of students, as identified in section 1111(c)(2).

In order to implement supporting efforts to reduce the overuse of discipline practices that remove students from classrooms, the LEA utilizes a Multi-Tiered System of Supports (MTSS) for behavior. Discipline data is entered into PowerBI and Skyward, and school-level MTSS teams analyze the discipline data by different categories, including grade level, teacher, and subgroups, and identify areas with high rates of discipline. The LEA also has a districtwide Positive Behavior and Intervention Supports (PBIS) program at each school. Students are taught specific, schoolwide, positive expectations and behaviors, and classroom expectations are aligned with schoolwide expectations. This builds a social culture where appropriate behavior is expected, prompted, and reinforced and reduces the use of disciplinary practices that remove students from the classroom. Targeted support with evidence-based Tier 2 and Tier 3 behavior interventions are provided for students who are not successful with Tier 1 supports only. Resiliency standards are also being taught at the classroom level, and mental health services are provided by counselors at all school sites. Ongoing professional development is also provided to employees on the MTSS process, de-escalation strategies, classroom management, and PBIS.

F. Describe how the LEA will identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.

The LEA is committed to ensuring that low-income students and minority students are not taught at disproportionately higher rates by ineffective, inexperienced, or out-of-field teachers. To identify and address any disparities, district and school administrators regularly analyze student achievement, growth, and instructional data by teacher, grade level, and student subgroup. This analysis is used to identify teachers who may need additional support and to determine whether certain student groups are disproportionately assigned to ineffective, inexperienced, or out-of-field teachers. When disparities or performance concerns are identified, the LEA implements targeted support measures to improve teacher effectiveness. These measures may include increased classroom observations and feedback, individualized professional development plans, instructional coaching, mentoring, collaborative planning opportunities, and additional support provided by school administrators, instructional coaches, and external partners such as NEFEC. New and inexperienced teachers receive additional support, mentoring, and ongoing professional learning to strengthen instructional practices and improve student outcomes. The LEA also monitors teacher certification and classroom/grade-level assignments to minimize the use of out-of-field teachers whenever possible. Recruitment, hiring, and retention efforts focus on placing appropriately certified educators in all classrooms. To ensure equitable access to effective educators, school administrators carefully review student needs and progress each year. Student placement decisions are made intentionally and individually by school administrators and monitored to ensure that low-income and minority students are not concentrated in classrooms taught by ineffective, inexperienced, or out-of-field teachers. The LEA annually reviews student data by teacher. The results are used to inform staffing decisions, professional development priorities, and school improvement efforts to ensure all students have equitable access to effective instruction and high-quality educational opportunities.

G. Describe the funded activities that will be implemented to address Area of Focus 1. Use the drop downs in column A to select AOF or RF: AOF. Use the dropdowns in column R to select LEA or School.

Area of Focus	Activity	Narrative Description	Amount	LEA or School
AOF 1	Activity 1	Employ teachers who hold valid Florida educator certification at the Title I schools to provide instruction in Language Arts/Reading, Mathematics, and/or Science for approximately 2,034 students. Teachers (5.75) at approximately $53,956 each ($310,250.00) plus retirement ($49,800.00), FICA ($24,200.00), and insurance ($12,300.00).	$396,550.00	School
AOF 1	Activity 2	Employ instructional coaches who hold valid Florida educator certification at the Title I schools to provide job-embedded professional learning. The professional learning will provide a common language and understanding of instructional methodology, high implact instructional strategies, data analysis of student performance assessment outcomes, and other identified topics that are focused on the learning needs of students. Coaching support is based on each school's identified needs. Two instructional coaches at approximately $67,000.00 each, funded by Title I at 0.50 FTE each ($67,000.00) plus retirement ($13,500.00), FICA ($5,500.00), and insurance ($4,800.00).	$90,800.00	School
AOF 1	Activity 3	Employ highly-qualified paraprofessionals, under the supervision of state-certified teachers, to assist students daily with additional academic support in small groups, whole group, and one-on-one at the Title I schools. Supplemental academic support will be provided in Language Arts/Reading, Mathematics, and/or Science. Paraprofessionals (5.50 FTE) at approximately $30,636.00 each ($168,500.00), retirement ($25,000.00), FICA ($14,000.00), and insurance ($19,250.00).	$226,750.00	School
AOF 1	Activity 4	Employ an Instructional Technology Specialist teacher at the Title I schools who holds a Florida educator certifiation to provide schoolwide supplemental technology support and instruction. One Instructional Technology Specialist (0.75 FTE) ($45,000.00) plus retirement ($7,500.00), FICA ($3,600.00), and insurance ($1,050.00).	$57,150.00	School
AOF 1	Activity 5	Technology-related rentals for approximately 2,034 students in grades K-5 at three Title I schools. Programs to include Carnegie Learning ClearFluency ($4,044.00), Edmentum Study Island ($10,168.00), Generation Genius ($4,848.00), IXL Reading and Math ($39,489.00), Pear Assessment ($12,804.00), Flocabulary ($13,685.00), Renaissance Accelerated Reader and Star Assessments ($17,943.00).	$102,981.00	School

AOF 1	Activity 6	Supplemental instructional materials for approximately 2,034 students in grades K-5 at three Title I schools. Materials to include Scholastic SuperSTEM ($600.00), Secret Stories flashcards ($1,545.00), Magnetic Reading ($17,268.00), Saxon Phonics ($47,574.00), and Studies Weekly ($10,950.00).	$77,937.00	School
AOF 1	Activity 7	Technology-related supplies, including flashdrives, printer ink, headphones, cables/cords, keyboards, mice, etc.	$4,000.00	School
AOF 1	Activity 8	Provide school board approved and trained substitute teachers at three Title I schools (for any leave requests for Title I-paid teachers and paraprofessionals and for professional learning opportunities for any teachers and paraprofessionals at Title I schools) - $28,000.00 plus FICA ($2,500.00).	$30,500.00	School
AOF 1	Activity 9	Supplemental pay (hourly rate) for extended school counselor services to serve approximately 2,034 students in grades K-5 beyond contractual time. Services include conducting school-based MTSS to support academic, behavior, and resiliency success including parent involvement in student plans and services, scheduling students based on data, documenting and analyzing interventions and student progress. Three counselors at 80 hours each at approximately $43.33 per hour ($10,400.00) plus retirement ($1,900.00) and FICA ($806.00).	$13,106.00	School
AOF 1	Activity 10	Supplemental pay (hourly rate) for extended Instructional Technology Specialist teacher to serve approximately 2,034 students in grades K-5 beyond contractual time. Serivces include updating, repairing, and replacing technology as needed and preparing devices and systems for the upcoming school year to ensure a smooth start to school. One teacher at 120 hours at approximately $40.00 per hour ($4,800.00) plus retirement ($750.00) and FICA ($450.00).	$6,000.00	School
AOF 1	Activity 11	General, consumable supplies for approximately 2,034 students at three Title I schools to support Language Arts/Reading, Mathematics, and/or Science instruction and interventions. Supplies to include paper, pencils, pens, crayons, markers, highlighters, glue, guided handwriting paper, scissors, sticky notes, chart paper, folders, and binders.	$18,446.00	School
AOF 1	Activity 12	Dues and registration fees for up to six elementary school administrators for professional learning events/activities, such as the ECTAC Exceeding Expectations conference and NEFEC Summer Leadership Conference	$3,900.00	School
AOF 1	Activity 13	Travel costs associated with professional learning for up to six elementary school administrators, including meals, mileage reimbursement, and hotel expenses	$4,500.00	School
AOF 1	Activity 14	Professional learning materials and supplies for professional learning communities, book studies, and trainings	$7,160.00	School
RF: AOF 1	Activity 14	Professional learning materials and supplies for professional learning communities, book studies, and trainings	$3,000.00	School
AOF 1	Activity 15	Technology under $750.00 per item (such as Chromebooks, document cameras, projectors, etc.)	$1,000.00	School
RF: AOF 1	Activity 15	Technology under $750.00 per item (such as Chromebooks, document cameras, projectors, etc.)	$5,000.00	School
AOF 1	Activity 16	Technology over $750.00 per item (such as laptops, computers, etc.)	$1,500.00	School
RF: AOF 1	Activity 16	Technology over $750.00 per item (such as laptops, computers, etc.)	$7,000.00	School

LEA Total (Including Roll Forward)	$0.00
School Total (Including Roll Forward)	$1,057,280.00
Area of Focus 1 Total (Not Including Roll Forward)	$1,042,280.00
Estimated Roll Forward Total	$15,000.00
Total Funds Requested (Including Roll Forward)	$1,057,280.00

Area of Focus 2: Parent and Family Engagement

For LEAs with a Total Allocation under $500,000- Area of Focus 2 + PFE: AoF6 budget is not to exceed two percent of the total allocation.
For LEAs with a Total Allocation of $500,000 or greater- Area of Focus 2 + PFE: AoF6 budget must reserve at least one percent of the total allocation and allocate a minimum of 90 percent of the one percent directly to schools (AoF2 only); not to exceed two percent of the total allocation.
**Please note the activities funded with Roll Forward will not be included in set-aside cap calculations .*

2% of Allocation (AoF2 + PFE:AoF6 total must not exceed)	1% of Allocation (AoF2 + PFE:AoF6 total must not fall below)	90% of 1% (minumum amount that must be allocated to schools, if applicable)
$23,500.10	**$11,750.05**	**$10,575.05**

A. Provide a description of how the LEA will address Parent and Family Engagement. Please include a brief description of the method used to calculate the amount set-aside for PFE.

The LEA utilizes school advisory councils (SACs) and the district parent advisory council (DPAC) to involve parents in the Title I application, LEA Plan, Parent and Family Engagement Plan (PFEP), and in decisions on how PFEP funds are used in schools. During Open House, parent/teacher conferences, face-to-face conversations, in newsletters, in student planners, and on the school websites, an open invitation is extended to parents and families to attend and participate on the SACs. The SACs offer varying meeting times to allow more parents/families to participate. However, an area of improvement is to encourage more parents to be involved in the school advisory council meetings. The LEA also involves the parents of Title I, Part A students in the development of the LEA PFEP and the process review, evaluation, revision, and in the decisions regarding how the allocation for parent and family engagement will be spent. The Title I department, DPAC, SAC, and parental activities evaluation instruments provide opportunities for parental input from parents of children receiving services under Title I, Part A. That input is included in decisions regarding how funds are reserved for parent and family activities at the district level and at the Title I schools. In addition, schools meet throughout the year to review and update the PFEP. During these meetings, activities and strategies are addressed to ensure the PFEP is being implemented with fidelity and in a timely manner. Input from parents and school staff is collected on the development, implementation, and evaluation of the PFEP. The annual review and evaluation meeting at the end of the school year reviews the district's plan and practices and revises the PFEP, as needed, based on the information from surveys and parent participation. The content and quality of the PFEP is evaluated by the SACs. Barriers to parent participation are identified, as well as whether the PFEP activities built capacity in parents and families supporting student achievement. Cross-program coordination is provided through the DPAC meetings and through monthly meetings with district-level administrators who represent all federal programs. In order to calculate the amount set aside for PFE, the LEA reserves a minimum of one percent of the total allocation based on the needs of the Title I schools and the district. The reserved amount (after the LEA portion is removed, if applicable) is allocated to the schools on a per pupil basis determined by the poverty rate of the school and the number of low-income students attending the school. The determined per pupil allocation is multiplied by the number of low-income students at each school to determine the school's PFE allocation.

B. Describe the funded activities that will be implemented to address Area of Focus 2. Use the drop downs in column A to select AOF or RF: AOF. Use the dropdowns in column R to select LEA or School.

Area of Focus	Activity	Narrative Description	Amount	LEA or School

AOF 2	Activity 1	Provide printed school planners for low-income families. 200 planners at $4.00 each.	$800.00	School
AOF 2	Activity 2	Purchase supplies for academic content area parent nights, FAST nights, and other parent meetings to assist parents in aiding their children's educational experience. Paper, index cards, markers, glue, pens, pencils, index cards, sticky notes, and other supplies for student activities to be completed with parents and for light refreshments to encourage attendance by parents/families. Approximately 12 events (four events each at three schools) at approximately $106.00 per event.	$1,272.00	School
AOF 2	Activity 3	Supplemental pay (hourly rate) for classroom teachers to prepare for and present at parent and family engagement events. 24 teachers at three Title I schools at approximately $33.00 per hour for 10 hours each ($7,900.00) plus retirement ($1,375.00) and FICA ($653.00).	$9,928.00	School

LEA Total (Including Roll Forward)	$0.00
School Total (Including Roll Forward)	$12,000.00
Area of Focus 2 Total (Not Including Roll Forward)	$12,000.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$12,000.00

Area of Focus 3: Homeless Education

A. Provide a description of how the LEA will address Homeless Education.

The district employs a district-level homeless liaison, along with a paraprofessional who supports students experiencing homelessness. Each school in the district also has a designed school-level homeless liaison. All staff members in the district (both instructional and non-instructional) will be trained on the McKinney-Vento program. This training will cover multiple areas including proper identification, services, eligibility, rights, supports, and data elements. Parents and guardians from all schools in the district will be provided with a Student Housing Questionnaire (SHQ) upon enrollment in the district. The SHQ will also be sent home at the beginnning of the the school year and at the beginning of the second semester with all students to assist in identifying homeless students due ot changes in living arrangements. Additionally, all identified homeless students (regardless of the school's Title I status) will be assessed and provided with the following items, as needed: basic school supplies, birth certificate required for school enrollment, clothing and shoes needed to meet the school's dress code and/or for participation in physical education, and medical services and medications. School staff will interview students previously coded as homeless at the beginning of the school year to determine whether the students still qualify for homeless services. The LEA collaborates with the district's McKinney-Vento program staff, School Advisory Councils, school district case managers, and district-level administrators prior to decision making for the use of homeless set-aside funds.

B. Describe the funded activities that will be implemented to address Area of Focus 3. Use the drop downs in column A to select AOF or RF: AOF. Use the dropdowns in column R to select LEA or School.

Area of Focus	Activity	Narrative Description	Amount	LEA or School
AOF 3	Activity 1	Identified homeless youth will be assessed and provided with the necessary school supplies to actively participate in their educational activities. The supplies will include backpacks, notebook paper, pens, pencils, folders, highlighters, crayons, composition notebooks, and binders. 140 students at approximately $15.89 each.	$2,225.00	LEA

LEA Total (Including Roll Forward)	$2,225.00
School Total (Including Roll Forward)	$0.00
Area of Focus 3 Total (Not Including Roll Forward)	$2,225.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$2,225.00

Area of Focus 4: Neglected and Delinquent Reservation

A. If the LEA has an eligible local institution for neglected children and youth, describe how the LEA will use the required Title I, neglected reservation to provide comparable Title I services to such students who do not attend a Title I school.

Not applicable. The LEA does not have an eligible local institution for neglected children and youth.

B. If the LEA has an eligible local institution for neglected children and youth, describe how the LEA will use Title I, neglected reservation to provide comparable supplementary academic and support services to such students who attend a Title I school (this is in addition to the Title I, Part A services).

Not applicable. The LEA does not have an eligible local institution for neglected children and youth.

C. If the LEA is setting aside optional, additional funds for delinquent children and youth in DJJ residential schools and county jails, describe how the LEA will provide comparable Title I services to such students. The services should be separate from Title I, Part D services.

Not applicable. No set aside for delinquent children and youth in DJJ residential schools and county jails.

D. Describe the funded activities that will be implemented to address Area of Focus 4. Use the drop downs in column A to select AOF or RF: AOF. Use the dropdowns in column R to select LEA or School.

Area of Focus	Activity	Narrative Description	Amount	LEA or School
AOF 4	Activity 1	All identified neglected and delinquent youth will be assessed and provided the necessary basic school supplies to actively participate in their educational activities such as notebook paper, pens, pencils, folders, highlighters, composition notebooks, binders, etc. 30 students at $20.00 each = $600.00.	$600.00	LEA

LEA Total (Including Roll Forward)	$600.00
School Total (Including Roll Forward)	$0.00
Area of Focus 4 Total (Not Including Roll Forward)	$600.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$600.00

Area of Focus 5: Early Childhood

A. Describe how the LEA will coordinate Title I preschool programs with other preschool educational services in the LEA

A. Describe how the LEA will coordinate Title I preschool programs with other preschool educational services in the LEA.

Not applicable.

B. Describe how the LEA will ensure on-going progress monitoring measures will align with Florida Early Learning and Developmental Standards.

Not applicable.

C. Describe how the LEA will ensure on-going progress monitoring measures will be administered multiple times throughout the program.

Not applicable.

D. Describe how the LEA will ensure on-going progress monitoring measures will provide data to inform instructional focus and strategies for use by the classroom teacher.

Not applicable.

E. Describe how the LEA will assist parents in effectively transitioning their preschool children to kindergarten.

The LEA will assist parents in transitioning their preschool children to kindergarten by conducting kindergarten readiness classes for parents and students annually in the spring. The classes are intended to create a smooth transition by building the parents' capacity to assist their child in establishing good routines for academic and behavior success. The student portion of the kindergarten readiness classes help orient the children to their new school setting, school bus transportation, and activities in kindergarten. Supplies will be provided for activities completed at the kindergarten readiness classes. The kindergarten readiness classes for parents and students will be advertised in local publications, along with information about kindergarten registration.

F. Describe the funded activities that will be implemented to address Area of Focus 5. Use the drop downs in column A to select AOF or RF: AOF. Use the dropdowns in column R to select LEA or School.

Area of Focus	Activity	Narrative Description	Amount	LEA or School
AOF 5	Activity 1	Notices regarding kindergarten readiness classes for parents and students and notices regarding kindergarten registration. Notifications placed in two local newspapers/publications two times each. Four notifications at approximately $100.00 each = $400.00.	$400.00	

LEA Total (Including Roll Forward)	$0.00
School Total (Including Roll Forward)	$0.00
Area of Focus 5 Total (Not Including Roll Forward)	$400.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$400.00

Area of Focus 6: Private Schools

Please ensure Private School Allocation and Private School Admin Total are in alignment with Equitable Proportion of Funds and NPSES tabs in PSES/NPSES Workbook

☑ **If checked, the LEA does not have any eligible participating private schools.**

List the LEA's private school Point of Contact

Name:	Traci Wheeler
Title:	Director of Accountability and Special Programs
Phone Number:	904-259-6776
Email Address:	traci.wheeler@bakerk12.org

A. Provide the timeline and frequency of activities that outline the detailed plan of action for providing timely and meaningful consultation and equitable services to eligible children, parents, and teachers in private school within the LEA's service area.

Not applicable.

B. Provide the method used for identifying low-income students for services in private schools.
List the criteria used to identify private school students for Title I educational services as a result of consulting with private school officials.
Provide a description of services (if the LEA is not using a third party contractor). If applicable, clearly identify and describe the services that will be funded with roll forward.

Not applicable.

C. Explain how the LEA will evaluate the effectiveness and implementation of the services provided to the private school students, their parents, and their teachers. Include how often this evaluation will occur.

Not applicable.

☐ **If checked, the LEA provides services to private school students through a third party contractor and shall complete this section.**

D. Indicate the services provided to private school students, their parents, and their teachers through a third-party contractor. If applicable, clearly identify and describe the services that will be funded with roll forward.

Not applicable.

Please ensure Private School Allocation and Private School Admin Total are in alignment with Equitable Proportion of Funds and NPSES tabs in PSES/NPSES Workbook

E. Describe the funded activities that will be implemented to address Area of Focus 6.

Area of Focus	Activity	Narrative Description	Amount	PFE, Admin, or School
	Activity 1			

Please ensure Private School Allocation, Private School PFE Total, and Private School Admin Total are in alignment with Equitable Proportion of Funds and NPSES tabs in PSES/NPSES Workbook

Area of Focus 6 Total (including PFE and Admin)	$0.00
Estimated Roll Forward Total (including PFE and Admin)	$0.00
School Funds Total (including Roll Forward)	$0.00
Parent and Family Engagement Total (including Roll Forward)	$0.00
Private School Admin Total (including Roll Forward)	$0.00
Total Funds Requested (Including Roll Forward)	$0.00

Area of Focus 7: Transportation and Foster Care

If no Title I, Part A funds are being reserved for this Area of Focus, the LEA must still provide a Foster Care Point of Contact and a plan for foster care transportation, pursuant ESEA Section 1112(c)(5)(B)].

List the LEA's Foster Care Point of Contact

Name:	Traci Wheeler
Title:	Director of Accountability and Special Programs
Phone Number:	904-259-6776
Email Address:	traci.wheeler@bakerk12.org

Enter the amount of funds the LEA is reserving for this Area of Focus using Title I, Part A funds.

$0.00

A. Describe the activities that will be implemented to ensure that transportation will be provided to maintain children in foster care in the school of origin unless there is a determination that is not in the child's best interest.

After a request for transportation is submitted ot the Foster Care Point of Contact, a committee consisting of appropriate personnel will determine if transportation is in the best interest of the foster care student. If transporation is deemed appropriate, the Point of Contact will contact the transportation department to make the necessary arrangements. The primary mode of transportation will be by school bus or district-owned van. The LEA will make every effort to continue serving a foster care student in his/her school of origin. "Best interest" determinations will take into consideration the distance between the school of origin and new foster care placement and the length of the school day for the child, including time being transported to and from the school of origin. While "best interest" determination is made, the LEA will ensure the child remains in the school of origin by working with the foster parents and Partnership for Strong Families and/or Department of Children and Families. If transportation to the school of origin is determined to not be in the best interest of the student, the Point of Contact, a school administrator, and the caseworker personnel will determine school placement that is in the best interest of the child. The Foster Care Point of Contact will report the decision to the foster parent. Funding for additional transportation costs will be paid by the district.

B. Describe the activities that will be implemented to ensure the successful enrollment and transfer of records of children enrolled in a new school, even if they do not have the required documentation.

When a student in foster care transfers schools, whether within the district or to another school district, the enrolling school will immediately contact the sending school to obtain academic and other records. The school will review the records from the sending school in order to create an appropriate class schedule for the student. The sending school will respond as soon as possible to requests received for records of students in foster care. Incomplete records are not a barrier to admission to a school within the LEA. The LEA will work closely with Partnership for Strong Families and/or the Department of Children and Families and the sending/receiving school in order to remove any barriers to immediate enrollment and records transfer. Educational stability is a priority of the Baker County School District. Additionally, upon receipt of a request for educational records of a studetn in foster care from Partnership for Strong Families and/or the Florida Department of Children and Families, the district will provide the records to the agency within three school days. The LEA regularly reviews early warning data in Skyward and/or PowerBI, which includes attendance records, to ensure that children in foster care are regularly attending and fully participating in school.

C. Describe the activities that will be implemented to ensure the development and implementation of clear, written procedures for how transportation will be provided, arranged, and funded for a child's duration of time in foster care in collaboration with the appropriate Child Welfare Agency (CWA).

If school bus transportation is warranted, it will begin the following school day, if possible. If bus transportation cannot begin the next school day, alternative transportation may be provided by the Child Welfare Agency through mileage reimbursement or taxi fare reimbursement. If a student's school of origin is in an adjoining district or if the student is living in an adjoining district but will attend his/her school of origin, the districts will coordinate the transportation services necessary for the student and will divide the costs equally. Transportation may be provided and funded by the Baker County School District in one of the following ways: re-routing regular school bus routes past motels and other places where students live, using existing routes or special service routes (such as those set up to serve special education students), or using transportation provided by the Child Welfare Agency via contracting with the guardian of the child or using a taxi service. The LEA has a board policy for the educational stability of children in foster care. The creation of this policy involved and received input from the foster care point of contact, district administrators, the Northeast Florida Educational Consortium (NEFEC), and the school board attorney. The LEA works closely with Partnership for Strong Families and/or Department of Children and Families when foster students in foster care enter or exit the school district, and this enables the LEA to ensure that the procedures are implemented with fidelity. As requirements and/or statute changes relative to students in foster care, the LEA's process is reviewed and revised, as needed.

D. Describe the funded activities that will be implemented to address Area of Focus 7.

Area of Focus	Activity	Narrative Description	Amount	LEA or School

	Activity 1			

LEA Total (Including Roll Forward)	$0.00
School Total (Including Roll Forward)	$0.00
Area of Focus 7 Total (Not Including Roll Forward)	$0.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$0.00

Area of Focus 8: College and Career Readiness

A. Describe the LEA's strategy to increase students access to early college, high school, dual or concurrent enrollment opportunities, or career counseling to identify student's interests and skills. Describe how programs are aligned to high skill, high need, and high wage occupations.

The LEA concentrates Title I, Part A funds in the elementary grade levels in the district, so access to early college, high school, dual or concurrent enrollment opportunities, or career counseling are not applicable.

B. Describe the LEA's strategy to support work-based learning opportunities that provide students in-depth interaction with industry professionals and, if appropriate, provide academic credit.

The LEA concentrates Title I, Part A funds in the elementary grade levels in the district, so work-based learning opportunities are not applicable.

C. Describe the funded activities that will be implemented to address Area of Focus 8.

Area of Focus	Activity	Narrative Description	Amount	LEA or School
	Activity 1			

LEA Total (Including Roll Forward)	$0.00
School Total (Including Roll Forward)	$0.00
Area of Focus 8 Total (Not Including Roll Forward)	$0.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$0.00

Area of Focus 9: Educational Services Funded at the LEA Level

A. Describe the LEA's strategy for using Title I funds to provide LEA-wide educational services. Include the LEA's points of strength and opportunities for improvement, as well as the data source(s) used.

Not applicable.

B. Describe the activities that will be implemented to address Area of Focus 9, if applicable, that will be funded at the LEA level, meaning those to be funded out of the LEA's cost center budget, rather than out of the school allocations.

Note: The amount allocated for Area of Focus 9 may not exceed 1% of the LEA preliminary allocation amount:	**$11,750.05**

Area of Focus	Activity	Narrative Description	Amount
	Activity 1		

Area of Focus 9 Total (Not Including Roll Forward)	$0.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$0.00

Area of Focus 10: Administrative Costs (not to exceed 10% of the total allocation)

A. Describe the funded activities that will be implemented to address Area of Focus 10.

Note: The amount allocated for Area of Focus 10 may not exceed 10% of the LEA preliminary allocation amount:	**$117,500.50**

Area of Focus	Activity	Narrative Description	Amount
AOF 10	Activity 1	Employ a Federal Programs Director who holds a valid Florida educator certification to implement, evaluate, monitor, provide technical assistance, and administer the Title I, Part A program to public Title I schools and private schools receiving Title I services consistent with ESSA and ESEA. Annual salary of $102,000 @ 0.50 FTE ($51,000.00) plus retirement ($7,200.00), FICA ($4,000.00), and insurance ($2,000.00).	$64,200.00
AOF 10	Activity 2	Employ a Support Administrative Staff Assistant for the Title I schools to provide schoolwide administrative support, technical support, and compliance support. Annual salary of $56,470.59 @ 0.85 FTE ($48,000) plus retirement ($5,300.00).	$53,300.00
RF: AOF 10	Activity 2	Retirement ($1,700.00), FICA ($3,800.00), and insurance ($100.00) for Support Administrative Staff Assistant	$5,600.00
RF: AOF 10	Activity 3	Professional and technical services with East Coast Technical Assistance Center (ECTAC) for the 2025-2026 school year	$4,840.00

RF: AOF 10	Activity 4	Dues and registration fees for professional learning activities related to implementing Title I services, such as ECTAC conferences, FASFEPA conferences, FOIL, and other PL opportunities	$2,000.00
RF: AOF 10	Activity 5	Travel costs including meals, mileage reimbursement, and hotels associated with professional learning such as ECTAC conferences, FASFEPA conferences, FOIL, and regional meetings conducted by NEFEC	$5,500.00
RF: AOF 10	Activity 6	Annual service contract and maintenance for industrial shredder	$600.00
RF: AOF 10	Activity 7	Copier costs (lease and per-copy charges)	$6,500.00
RF: AOF 10	Activity 8	Communication costs (postage and telephone services)	$500.00
RF: AOF 10	Activity 9	Basic office materials and supplies, including paper, pencils, pens, highlighters, markers, folders, notebooks, binders, chart paper, sticky notes, tape, paperclips, staples, and file folders.	$1,582.00
RF: AOF 10	Activity 10	Technology-related supplies, including flashdrives, printer ink, headphones, cables/cords, keyboards, mice, etc.	$500.00
RF: AOF 10	Activity 11	Administrative technology over $750.00 (such as laptops, computers, etc.)	$1,000.00
RF: AOF 10	Activity 12	Administrative technology under $750.00 (such as monitors, Chromebooks, etc.)	$500.00
RF: AOF 10	Activity 13	Indirect costs. Miscellaneous expenses related to administering the Title I program. Indirect cost cap rate of 5.64% for the 2026-27 school year.	$61,878.00
		LEA Administrative Costs Total (Not Including Roll Forward)	$117,500.00
		LEA Estimated Roll Forward Total	$91,000.00
		LEA Administrative Costs Grand Total Inlcuding Roll Forward	$208,500.00

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
FLdoe.org

June 2026

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent:	B) DOE Assigned Project Number:	C) TAPS Number:	D) Indirect Cost Plan Type
Baker County School District		**27A001**	**N/A**

E) Requested Allocation:		F) Estimated Roll Forward (If applicable)	$106,000.00	Total Funds Requested:	**$1,281,005.00**

1) Activity Number/School	2) Category / Area of Focus	3) Function	4) Object	5) Account Title and Narrative	6) FTE (If applicable)	7) Amount	8) % Allocated to This Project (if applicable)
1/School	AOF 1	5100	120	Employ teachers who hold valid Florida educator certification at the Title I schools to provide instruction in Language Arts/Reading, Mathematics, and/or Science for approximately 2,034 students. Teachers (5.75 FTE) at approximately $53,956.00 each.	5.75	$ 310,250.00	100.00%
1/School	AOF 1	5100	210	Retirement for classroom teachers		$ 49,800.00	100.00%
1/School	AOF 1	5100	220	FICA for classroom teachers		$ 24,200.00	100.00%
1/School	AOF 1	5100	230	Insurance for classroom teachers		$ 12,300.00	100.00%
2/School	AOF 1	6400	130	Employ instructional coaches who hold valid Florida educator certification at the Title I schools to provide job-embedded professional learning. The professional learning will provide a common language and understanding of instructional methodology, high implact instructional strategies, data analysis of student performance assessment outcomes, and other identified topics that are focused on the learning needs of students. Coaching support is based on each school's identified needs. Two instructional coaches at approximately $67,000.00 each, funded by Title I at 0.50 FTE each = $67,000.00.	1	$ 67,000.00	100.00%
2/School	AOF 1	6400	210	Retirement for instructional coaches		$ 13,500.00	100.00%
2/School	AOF 1	6400	220	FICA for instructional coaches		$ 5,500.00	100.00%
2/School	AOF 1	6400	230	Insurance for instructional coaches		$ 4,800.00	100.00%
3/School	AOF 1	5100	150	Employ highly-qualified paraprofessionals, under the supervision of state-certified teachers, to assist students daily with additional academic support in small groups, whole group, and one-on-one at the Title I schools. Supplemental academic support will be provided in Language Arts/Reading, Mathematics, and/or Science. Paraprofessionals (5.50 FTE) at approximately $30,636.00 each.		$ 168,500.00	100.00%
3/School	AOF 1	5100	210	Retirement for paraprofessionals		$ 25,000.00	100.00%
3/School	AOF 1	5100	220	FICA for paraprofessionals		$ 14,000.00	100.00%
3/School	AOF 1	5100	230	Insurance for paraprofessionals		$ 19,250.00	100.00%
4/School	AOF 1	5100	130	Employ an Instructional Technology Specialist teacher at the Title I schools who holds a Florida educator certifiation to provide schoolwide supplemental technology support and instruction. One Instructional Technology Specialist (0.75 FTE) at approximately $45,000.00.	0.75	$ 45,000.00	100.00%
4/School	AOF 1	5100	210	Retirement for Instructional Technology Specialist		$ 7,500.00	100.00%
4/School	AOF 1	5100	220	FICA for Instructional Technology Specialist		$ 3,600.00	100.00%
4/School	AOF 1	5100	230	Insurance for Instructional Technology Specialist		$ 1,050.00	100.00%
5/School	AOF 1	5100	369	Technology-related rentals for approximately 2,034 students in grades K-5 at three Title I schools. Programs to include Carnegie Learning ClearFluency ($4,044.00), Edmentum Study Island ($10,168.00), Generation Genius ($4,848.00), IXL Reading and Math ($39,489.00), Pear Assessment ($12,804.00), Flocabulary ($13,685.00), Renaissance Accelerated Reader and Star Assessments ($17,943.00).		$ 102,981.00	100.00%
6/School	AOF 1	5100	510	Supplemental instructional materials for approximately 2,034 students in grades K-5 at three Title I schools. Materials to include Scholastic SuperSTEM ($600.00), Secret Stories flashcards ($1,545.00), Magnetic Reading ($17,268.00), Saxon Phonics ($47,574.00), and Studies Weekly ($10,950.00).		$ 77,937.00	100.00%
7/School	AOF 1	5100	519	Technology-related supplies, including flashdrives, printer ink, headphones, cables/cords, keyboards, mice, etc.		$ 4,000.00	100.00%
8/School	AOF 1	5100	750	Provide school board approved and trained substitute teachers at three Title I schools (for any leave requests for Title I-paid teachers and paraprofessionals and for professional learning opportunities for any teachers and paraprofessionals at Title I schools).		$ 28,000.00	100.00%
8/School	AOF 1	5100	220	FICA for substitute teachers		$ 2,500.00	100.00%
9/School	AOF 1	6120	130	Supplemental pay (hourly rate) for extended school counselor services to serve approximately 2,034 students in grades K-5 beyond contractual time. Services include conducting school-based MTSS to support academic, behavior, and resiliency success including parent involvement in student plans and services, scheduling students based on data, documenting and analyzing interventions and student progress. Three counselors at 80 hours each at approximately $43.33 per hour.		$ 10,400.00	100.00%
9/School	AOF 1	6120	210	Retirement for school counselors		$ 1,900.00	100.00%
9/School	AOF 1	6120	220	FICA for school counselors		$ 806.00	100.00%
10/School	AOF 1	5100	130	Supplemental pay (hourly rate) for extended Instructional Technology Specialist teacher to serve approximately 2,034 students in grades K-5 beyond contractual time. Serivces include updating, repairing, and replacing technology as needed and preparing devices and systems for the upcoming school year to ensure a smooth start to school. One teacher at 120 hours at approximately $40.00 per hour.		$ 4,800.00	100.00%
10/School	AOF 1	5100	210	Retirement for Technology Specialist Teacher		$ 750.00	100.00%

1) Activity Number/School	2) Category / Area of Focus	3) Function	4) Object	5) Account Title and Narrative	6) FTE (If applicable)	7) Amount	8) % Allocated to This Project (if applicable)
10/School	AOF 1	5100	220	FICA for Technology Specialist Teacher		$ 450.00	100.00%
11/School	AOF 1	5100	510	General, consumable supplies for approximately 2,034 students at three Title I schools to support Language Arts/Reading, Mathematics, and/or Science instruction and interventions. Supplies to include paper, pencils, pens, crayons, markers, highlighters, glue, guided handwriting paper, scissors, sticky notes, chart paper, folders, and binders.		$ 18,446.00	100.00%
12/School	AOF 1	7730	730	Dues and registration fees for up to six elementary school administrators for professional learning events/activities, such as the ECTAC Exceeding Expectations conference and NEFEC Summer Leadership Conference		$ 3,900.00	100.00%
13/School	AOF 1	7730	330	Travel costs associated with professional learning for up to six elemetnary school administrators, including meals, mileage reimbursement, and hotel expenses		$ 4,500.00	100.00%
14/School	AOF 1	6400	510	Professional learning materials and supplies for professional learning communities, book studies, and trainings		$ 7,160.00	100.00%
14/School	AOF 1 RF	6400	510	Professional learning materials and supplies for professional learning communities, book studies, and trainings		$ 3,000.00	100.00%
15/School	AOF 1	5100	644	Technology under $750.00 per item (such as Chromebooks, document cameras, projectors, etc.)		$ 1,000.00	100.00%
15/School	AOF 1 RF	5100	644	Technology under $750.00 per item (such as Chromebooks, document cameras, projectors, etc.)		$ 5,000.00	100.00%
16/School	AOF 1	5100	643	Technology over $750.00 per item (such as laptops, computers, etc.)		$ 1,500.00	100.00%
16/School	AOF 1 RF	5100	643	Technology over $750.00 per item (such as laptops, computers, etc.)		$ 7,000.00	100.00%
1/School	AOF 2	6150	510	Provide printed school planners for low-income families. 200 planners at $4.00 each		$ 800.00	100.00%
2/School	AOF 2	6150	510	Purchase supplies for academic content area parent nights, FAST nights, and other parent meetings to assist parents in aiding their children's educational experience. Paper, index cards, markers, glue, pens, pencils, index cards, sticky notes, and other supplies for student activities to be completed with parents and for light refreshments to encourage attendance by parents/families. Approximately 12 events (four events each at three schools) at approximately $106.00 per event.		$ 1,272.00	100.00%
3/School	AOF 2	6150	120	Supplemental pay (hourly rate) for classroom teachers to prepare for and present at parent and family engagement events. 24 teachers at three Title I schools at approximately $33.00 per hour for 10 hours each		$ 7,900.00	100.00%
3/School	AOF 2	6150	210	Retirement for classroom teachers		$ 1,375.00	100.00%
3/School	AOF 2	6150	220	FICA for classroom teachers		$ 653.00	100.00%
1/LEA	AOF 3	5100	510	Identified homeless youth will be assessed and provided with the necessary school supplies to actively participate in their educational activities. The supplies will include backpacks, notebook paper, pens, pencils, folders, highlighters, crayons, composition notebooks, and binders. 140 students at approximately $15.89 each.		$ 2,225.00	100.00%
1/LEA	AOF 4	5100	510	All identified neglected and delinquent youth will be assessed and provided the necessary basic school supplies to actively participate in their educational activities such as notebook paper, pens, pencils, folders, highlighters, composition notebooks, binders, etc. 30 students at $20.00 each.		$ 600.00	100.00%
1/LEA	AOF 5	6150	390	Notices regarding kindergarten readiness classes for parents and students and notices regarding kindergarten registration. Notifications placed in two local newspapers/publications two times each. Four notifications at approximately $100.00 each.		$ 400.00	100.00%
1/LEA	AOF 10	6300	110	Employ a Federal Programs Director who holds a valid Florida educator certification to implement, evaluate, monitor, provide technical assistance, and administer the Title I, Part A program to public Title I schools and private schools receiving Title I services consistent with ESSA and ESEA. Annual salary of $102,000 @ 0.50 FTE = $51,000.00.	0.5	$ 51,000.00	100.00%
1/LEA	AOF 10	6300	210	Retirement for Federal Programs Director		$ 7,200.00	100.00%
1/LEA	AOF 10	6300	220	FICA for Federal Programs Director		$ 4,000.00	100.00%
1/LEA	AOF 10	6300	230	Insurance for Federal Programs Director		$ 2,000.00	100.00%
2/LEA	AOF 10	6300	160	Employ a Support Administrative Staff Assistant for the Title I schools to provide schoolwide administrative support, technical support, and compliance support. Annual salary of $56,470.59 @ 0.85 FTE = $48,000.	0.85	$ 48,000.00	100.00%
2/LEA	AOF 10	6300	210	Retirement for Support Administrative Staff Assistant		$ 5,300.00	100.00%
2/LEA	AOF 10 RF	6300	210	Retirement for Support Administrative Staff Assistant		$ 1,700.00	100.00%
2/LEA	AOF 10 RF	6300	220	FICA for Support Administrative Staff Assistant		$ 3,800.00	100.00%
2/LEA	AOF 10 RF	6300	230	Insurance for Support Administrative Staff Assistant		$ 100.00	100.00%
3/LEA	AOF 10 RF	6300	310	Professional and technical services with East Coast Technical Assistance Center (ECTAC) for the 2025-2026 school year		$ 4,840.00	100.00%
4/LEA	AOF 10 RF	6300	730	Dues and registration fees for professional learning activities related to implementing Title I services, such as ECTAC conferences, FASFEPA conferences, FOIL, and other PL opportunities		$ 2,000.00	100.00%
5/LEA	AOF 10 RF	6300	330	Travel costs including meals, mileage reimbursement, and hotels associated with professional learning such as ECTAC conferences, FASFEPA conferences, FOIL, and regional meetings conducted by NEFEC		$ 5,500.00	100.00%
6/LEA	AOF 10 RF	6300	350	Annual service contract and maintenance for industrial shredder		$ 600.00	100.00%
7/LEA	AOF 10 RF	6300	369	Copier costs (lease and per-copy charges)		$ 6,500.00	100.00%
8/LEA	AOF 10 RF	6300	370	Communication costs (postage and telephone services)		$ 500.00	100.00%
9/LEA	AOF 10 RF	6300	510	Basic office materials and supplies, including paper, pencils, pens, highlighters, markers, folders, notebooks, binders, chart paper, sticky notes, tape, paperclips, staples, and file folders.		$ 1,582.00	100.00%
10/LEA	AOF 10 RF	6300	519	Technology-related supplies, including flashdrives, printer ink, headphones, cables/cords, keyboards, mice, etc.		$ 500.00	100.00%
11/LEA	AOF 10 RF	6300	643	Administrative technology over $750.00 (such as laptops, computers, etc.)		$ 1,000.00	100.00%
12/LEA	AOF 10 RF	6300	644	Administrative technology under $750.00 (such as monitors, Chromebooks, etc.)		$ 500.00	100.00%
13/LEA	AOF 10 RF	7200	792	Indirect costs. Miscellaneous expenses related to administering the Title I program. Indirect cost cap rate of 5.64% for the 2026-27 school year.		$ 61,878.00	100.00%

1) Activity Number/School	2) Category / Area of Focus	3) Function	4) Object	5) Account Title and Narrative	6) FTE (If applicable)	7) Amount	8) % Allocated to This Project (if applicable)

Revised June 2026

2026-2027 Public School Eligibility Survey (PSES) and Non-Public School Eligibility Survey (NPSES) Workbook

BAKER

Proportion of Funds Summary

Instructions:

1. Select the LEA name from the drop-down menu in Row 3.

2. Enter the Current Year District Allocation in Cell B7. The Current Year District Allocation is the amount ***before*** *any reservations are calculated. This should match the amount of funds that the LEA is* ***claiming*** *in the Title I, Part A application.*

3. Go to the PSES and NPSES worksheets and enter the School Information and Poverty Information. On this sheet, all of the boxes in ***light green*** *will auto-populate based on what the input is on the PSES and NPSES worksheets.*

4. Ensure that the Title I, Part A application and budget are consistent with the totals on this summary for School-Level Expenditures (excluding reservations as applicable) and Area of Focus 6.

***The only information that will be manually entered on this sheet are the LEA name and the Current Year District Allocation. All other information will auto-populate based on what the input is on the PSES and NPSES worksheets.*

Current Year District Allocation *(total funds LEA is* ***claiming*** *on TIPA application)*	**School-Level Roll-Forward Funds** *(auto-calculated, sum of C12+E12)*	**Total School Level Allocation** *(auto-calculated, sum of C13+E13)*	**Public School Proportional Percentage** *(auto-calculated* ***with*** *rounding to the nearest hundreth, B9 / D9)*
$1,281,005.00	$15,000.00	$1,069,280.00	100.00%
Number of Public CLIF *(auto-populated from PSES totals excluding schools without TSA and schools with selection codes D, E, H, I, J, or L)*	**Number of Non-Public CLIF** *(auto-populated from NPSES totals* ***with*** *rounding to the nearest whole number)*	**Total CLIF** *(auto-calculated, sum of B9+C9)*	**Non-Public School Proportional Percentage** *(auto-calculated* ***with*** *rounding to the nearest hundreth, C9 / D9)*
1111	0	1111	0.00%
Current Year Public School-Level Allocation *(auto-populated from PSES totals)*	**$1,042,280.00**	**Current Year Non-Public Allocation** *(auto-calculated* ***with*** *rounding to the nearest whole dollar, E9 *B7)* **If TIPA allocation changes, this amount will change** ***LEA must allocate exactly this amount, including admin and PFE, but excluding roll-forward***	**$0**
Public School-Level PFE *(optional information to provide on PSES)*	**$12,000.00**	**Non-Public PFE and Admin Costs** *(if applicable, auto-populated from NPSES form)*	**$0.00**
Public School-Level Roll-Forward *(if applicable, auto-populated from PSES totals)*	**$15,000.00**	**Non-Public Roll-Forward** *(if applicable, auto-populated from NPSES totals)*	**$0.00**
Total Public School-Level Funds *(auto-calculated, sum of C10:C12)*	**$1,069,280.00**	**Total Non-Public Funds** *(auto-calculated, sum of E10 + E12)* *(E10 already includes admin and PFE costs specified in E11)*	**$0.00**

Public School Eligibility Survey (PSES)

School Year: 2026-2027 **BAKER**

Survey Data Source:	**2025-2026 Survey 3 Data**	**Survey Date Certain:** (MM/DD/YYYY)	4/15/2026	**District 2016-2017 Threshold** **If using the state poverty average, put "N/A"*	**52.77%**
Poverty Metric Option:	**Option 2 - Direct Certification Data Only. The 1.6 multiplier is NOT applied.**			**District Poverty Average (DPA)**	**50.33%**
Ranking Type:	**Grade-Span Grouping**			**Public Children from Low-Income Families (CLIF)**	**1111.00**

Allocation Process Instructions:

The allocation process should clearly describe the LEA's process for ranking and serving schools. It should include the discretionary threshold and the data source that was used to complete the PSES. When determining the LEA's ranking type, if LEA-Wide is selected, the LEA should ensure the poverty threshold is listed for the entire district. If Grade-Span Grouping is selected, the process should include each grade span's poverty threshold percentage. PPA bands or tiers should only be used with Grade-Span Grouping.

Allocation Process:

The Baker County School District is using Final Survey 3 data for the 20256-2026 school year with adjustments made to account for kindergarten students being moved from the PreK/Kindergarten Center (closed in June 2026) to the three elementary schools for the 2026-2027 school year. The LEA uses grade-span grouping and concentrates its Title I, Part A funds in the elementary grade levels (grades K-5). The middle school and high school are not served with Title I, Part A funds. Funding is allocated to schools based on their poverty rate and total number of low-income students. The district allocation for schools is reduced by applicable set-asides. The PPA is multiplied by the number of low-income students at each Title I school to determine the school's allocation. The LEA's floor threshold for 2016-2017 was 52.77% and is only for elementary schools. The district lowered the 2026-2027 LEA discretionary threshold to 47% for elementary schools. **Note: No private schools in the LEA chose to participate in the Title I, Part A program, and the LEA does not contain any charter schools.

PSES Summary

Total 2026-2027 Public School-Level Funds *(total amount of funds allocated at the public school level, sum of total current year allocation, PFE if LEA chooses to specify, and roll-forward)*	**$1,069,280.00**
2026-2027 Public School-Level Base Allocation	**$1,042,280.00**
2026-2027 Public School-Level Roll-Forward *(if applicable, specify in column S and T in table below)*	**$15,000.00**
Public School-Level Parent-Family Engagement (PFE) *(optional information to provide as a district organizational tool only, specify in column X in table below)* **PFE allocations do not necessarily need to be made in rank and serve order, but instead according to priority of high-need schools. An LEA has discretion to define what "high need" means for this purpose. For example, an LEA might identify a Title I school as high need if the school is implementing a comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement plan (CSI, TSI, or ATSI, respectively); has lower academic performance for all students or certain subgroups of students relative to other Title I schools in the LEA; or a has a greater concentration of students from low-income families compared to other Title I schools in the LEA. (USED Title I PFE Non-Regulatory Guidance, C-16)*	**$12,000.00**

School Information							Poverty Data								Allocation Calculation Worksheet					Rank and Serve Information		LEA Organizational Information	
School Number	**School Name**	**Grade Comb.**	**School Type** *(Elementary, Middle, High or Combination)*	**New School: Yes or No**	**Program Type (SW, TA, or N/A)**	**Grade-Span Grouping (If not applicable, leave column blank)**	**Reported 2026-2027 Number of Children Attending Public Schools**	**Reported 2026-2027 Number of CLIF**	**Reported 2026-2027 Percent of CLIF**	**2026-2027 Number of Children Attending Public Schools**	**2026-2027 Number of CLIF**	**2026-2027 Percent of CLIF**	**FRPL or DC**	**1.6 Multiplier Applied: Yes or No**	**2026-2027 Base Allocation Per-Pupil Allocation (PPA)**	**2026-2027 Total School Base Allocation** *(Base Allocation PPA * CLIF)*	**2026-2027 Roll-Forward PPA** *(If Applicable)*	**2026-2027 Total School Roll-Forward Allocation** *(If Applicable)* *(RF PPA * CLIF)*	**2026-2027 Total School Allocation (TSA)** *(Base Allocation + RF Allocation)*	**Selection Code**	**Total PPA** *(auto-calculated, total of Base Allocation PPA + Roll-Forward PPA)* **Must be in Ranking Order according to CLIF% * *A-Coded schools must be served* **	**School-Level PFE** *(Optional Information to Provide as a District Organizational Tool Only)*	**Total Funds Available to School** *(auto-calculated, total of Base Allocation + Roll-Forward + School-Level PFE)*
0012	Baker County High School	9-12	Senior High	No	Not Applicable		847	356	42.03%	847	356	42.03%	DC	No		$0.00		$0.00	$0.00		$0.00		$0.00
0013	Macclenny Elementary	K-5	Elementary	No	School Wide	C	527	249	47.25%	641	306	47.74%	DC	No	$900.00	$275,400.00	$0.00	$0.00	$275,400.00	K	$900.00	$3,060.00	$278,460.00
0021	Legacy Elementary	K-5	Elementary	No	School Wide	C	596	352	59.06%	712	410	57.58%	DC	No	$925.50	$379,455.00	$12.20	$5,000.00	$384,455.00	K	$937.70	$4,305.00	$388,760.00
0022	PreK/Kindergarten Center (closed)	PreK/K	Elementary	No	Not Applicable		373	226	60.59%	0	0	0.00%	DC	No		$0.00		$0.00	$0.00		$0.00		$0.00
0032	Baker County Middle School	6-8	Middle/Junior	No	Not Applicable		997	494	49.55%	997	494	49.55%	DC	No		$0.00		$0.00	$0.00		$0.00		$0.00
0091	Westside Elementary School	K-5	Elementary	No	School Wide	C	563	336	59.68%	681	395	58.00%	DC	No	$980.82	$387,425.00	$25.32	$10,000.00	$397,425.00	K	$1,006.14	$4,635.00	$402,060.00
7004	Baker County Virtual School	K-12	Combination Elementary & Secondary	No	Not Applicable		72	27	37.50%	72	27	37.50%	DC	No		$0.00		$0.00	$0.00		$0.00		$0.00
										0				No				$0.00	#VALUE!		$0.00		#VALUE!
										0				No				$0.00	#VALUE!		$0.00		#VALUE!
										0				No				$0.00	#VALUE!		$0.00		#VALUE!
										0				No				$0.00	#VALUE!		$0.00		#VALUE!
										0				No				$0.00	#VALUE!		$0.00		#VALUE!
										0				No				$0.00	#VALUE!		$0.00		#VALUE!
										0				No				$0.00	#VALUE!		$0.00		#VALUE!
						District Totals	3,975	2,040	50.81%	3,950	1,988	41.77%				$1,042,280.00		$15,000.00	#VALUE!			$12,000.00	$1,069,280.00

SELECTION CODE JUSTIFICATION

For all schools receiving selection codes of E, F, H, K, or L, write a narrative statement of explanation in the selection code justification code column (see PSES Guide for additional information).

E: *School has been skipped; applicant certifies that all of the following conditions are met: (1) the school meets comparability requirements; (2) the school is receiving supplemental state/local funds used in Title I-like programs; and (3) the supplemental state/local funds meet or exceed the amount that would be received under Title I, Part A / ESEA Section 1113(b)(1)(D)*
F: *School has been selected based on feeder patterns / ESEA Section 1113(a)(5)(B)(ii)*
H: *School closed*
K: *School poverty data is projected based on a school's opening/closing, or a significant change in enrollment due to the addition/removal of a grade level*
L: *Not part of the K-12 Education System OR ineligible as defined by ESSA (i.e., LEA office, pre-K, and adult education) / ESEA Section 1113(a)(5)(A)*

For E-Coded schools, include the following information (do not include the PPA/TSA information on the PSES tab):
- the **source** of supplemental state/local funds, and
- the **amount** that the E-coded school receives to ensure equivalency. This amount functions as the school's effective PPA/TSA for compliance purposes.

This is to verify that the "skipped" schools still receive equivalent funding.

School Number	School Name	Selection Code	Selection Code Justification
0021	Legacy Elementary School	K	School poverty data is projected due to a significant change in enrollment due to the addition of a grade level. The Baker County PreK/Kindergarten Center closed at the end of the 2025-2026 school year, and students will now attend kindergarten at one of the three elementary schools in the district. Data will be updated after the release of Survey 2 data.
0013	Macclenny Elementary School	K	School poverty data is projected due to a significant change in enrollment due to the addition of a grade level. The Baker County PreK/Kindergarten Center closed at the end of the 2025-2026 school year, and students will now attend kindergarten at one of the three elementary schools in the district. Data will be updated after the release of Survey 2 data.
0091	Westside Elementary School	K	School poverty data is projected due to a significant change in enrollment due to the addition of a grade level. The Baker County PreK/Kindergarten Center closed at the end of the 2025-2026 school year, and students will now attend kindergarten at one of the three elementary schools in the district. Data will be updated after the release of Survey 2 data.

AGENDA ITEM NO. 8.17

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Traci Wheeler - (259-6776)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Grant Proposal Title IX, Part A (TIXPA) Education of Homeless Children and Youth (EHCY) Project - Year 3 Grant in the Amount of $73,595.00. New / Federal / No Matching

ATTACHMENTS:
07.20.2026 Approval of the Title IX, Part A Education of Homeless Children & Youth Project - Year 3_T.Wheeler.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Title IX, Part A (TIXPA) Education of Homeless Children and Youth (EHCY) Project - Year 3*

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

CONTACT PERSON:	*Traci Wheeler*

CONTACT PHONE NUMBER:	*904-259-6776*

AMOUNT REQUESTED:	*$73,595.00*

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, summer book packs, clothing and shoes, dues and fees, laundromat vouchers, professional learning, hygiene and personal care items, printed materials, birth certificates, medical and dental services, and indirect costs.

SUBMITTED BY: ***Traci Wheeler*** **DATE:** ***June 30, 2026***

Florida Department of Education Project Application

A) Program Name:	DOE USE ONLY (Date Received)
Title IX, Part A (TIXPA) Education for Homeless Children and Youth (EHCY) Project - Year 3	
TAPS NUMBER: 27A006	
B) Name and Physical/Facility Address of Eligible Applicant: Baker County School District, 392 South Boulevard East, Macclenny, FL 32063	Project Number (DOE Assigned): 020-1277C-7CH01

C) Total Funds Requested:	D) Applicant Contact & Business Information	
	Program Contacts' Name: Traci Wheeler	Fiscal Contacts' Name: Teri Ambrose
$73,595.00	Email Address: traci.wheeler@bakerk12.org	Email Address: teri.ambrose@bakerk12.org
	Telephone Number: 904-259-6776	Telephone Number: 904-259-0418
DOE USE ONLY Total Approved Project:	Mailing Address (If different from Physical/Facility Address):	UEI number: MJG4ULGMPKE7
		FEIN number: F596000509001

CERTIFICATION

As the official who is authorized to legally bind the agency/organization, I 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) Signature of Agency Head

Printed Name of Agency Head	Title of Agency Head	Date Signed
J. Wyatt Milton	Superintendent	29-Jun-26

F) Signature of Additional Agency Head (As Applicable)

Printed Name of Agency Head	Title of Agency Head	Date Signed

DOE 100A
Revised May 2026

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

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

June 2026

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent:	B) DOE Assigned Project Number:	C) TAPS Number:	D) Indirect Cost Plan Type
Baker County School District	020-1277C-7CH01	27A006	N/A

E) Requested Allocation:		F) Estimated Roll Forward (If applicable)		Total Funds Requested:	$73,595.00

1) Activity Number	2) Category / Area of Focus	3) Function	4) Object	5) Account Title and Narrative	6) FTE (If applicable)	7) Amount	8) % Allocated to This Project (if applicable)
Line 1, Activity 1	N/A	6110	150	Student Support Services. Educational Support Paraprofessional salary for 75% of one full-time paraprofessional to provide administrative support, community referrals, outreach and support to families, case management (attendance, behavior, and academic performance), assistance to McKinney-Vento students, and assistance to school-based homeless liaisons.	0.75	$ 36,000.00	75%
Line 2, Activity 1	N/A	6110	210	Retirement for Educational Support Paraprofessional. 22.02% retirement rate due to employee's enrollment in DROP.		$ 8,000.00	75%
Line 3, Activity 1	N/A	6110	220	FICA for Educational Support Paraprofessional.		$ 2,800.00	75%
Line 4, Activity 1	N/A	6110	230	Insurance for Educational Support Paraprofessional.		$ 5,500.00	75%
Line 5, Activity 2	N/A	6110	510	Supplies. Office supplies for use by Educational Support Paraprofessional to include such items as paper, ink cartridges, pens, pencils, stapler and staples, envelopes, and refill cards for UHY card printer.		$ 149.60	100%
Line 6, Activity 3	N/A	6110	330	Travel. Mileage reimbursement at district's approved rates for Educational Support Paraprofessional for in-county travel to work with students, parents, school staff, school-based homeless liaisons, and community partners. Mileage reimbursement and/or per diem costs for Educational Support Paraprofessional for out-of-county travel to attend trainings, workshops, and/or meetings related to the McKinney-Vento program. Approximately 45 miles per month for 10 months at $0.445 per mile and four meals at $11 each.		$ 250.00	100%
Line 7, Activity 4	N/A	5100	590	Other Materials and Supplies. Clothing and shoes for HCY 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 PE classes, clothing needed for specific activities or groups, and/or caps and gowns for graduating seniors. 56 students at approximately $75.00 each.		$ 4,000.00	100%
Line 8, Activity 5	N/A	6130	590	Supplies. Hygiene and personal care items to include travel-size and full-size soap, shampoo, deodorant, toothpaste, toothbrush, laundry detergent, feminine products, and additional items in a drawstring bag. 100 students at approximately $10.00 each.		$ 1,000.00	100%
Line 9, Activity 6	N/A	6100	700	Other. Laundromat vouchers to a local laundromat to enable HCY to have clean clothes (removing barrier to school attendance). Each voucher is for washing and drying one load of clothes. 300 vouchers at $5.00 each.		$ 1,500.00	100%
Line 10, Activity 7	N/A	5100	730	Dues and Fees. Dues and fees related to the enrollment and full participation of HCY in extracurricular activities, clubs, class activities, organizations, and athletics for PreK to Grade 12 students. This includes fees for Career and Technical Education (CTE) programs for middle and high school students.		$ 500.00	100%
Line 11, Activity 8	N/A	5100	510	Supplies. Summer packs that includes 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. 95 students at approximately $33.00-$34.00 each.		$ 3,200.00	100%
Line 12, Activity 9	N/A	6400	369	Technology-Related Rentals. Annual subscription to McKinney-Vento.org for the 2026-2027 school year. This includes a resource bundle and training for liaisons, food service staff, special education staff, transportation staff, administrators, counselors, librarians, teachers, and more. Approximately 300 staff members will participate in this online, web-based training during the 2026-2027 school year.		$ 4,790.40	100%
Line 13, Activity 10	N/A	5100	390	Other Purchased Services. Printed materials (posters, flyers, brochures, folders, etc.) for display at parent and family engagement events and in schools to increase awareness, provide information to families and staff, and assist with identification of students experiencing homelessness.		$ 200.00	100%
Line 14, Activity 11	N/A	6400	130	Other Certified Personnel Training. Extra duty hours for school-based liaisons/counselors to complete online training outside of their contractual hours through McKinney-Vento.org. This is a six-hour training designed specifically for homeless liaisons. Six counselors will be paid for six hours each at the district's contracted rate for participation in trainings of $32.00 per hour.		$ 1,152.00	100%
Line 15, Activity 11	N/A	6400	210	Retirement for school counselors.		$ 184.00	100.00%
Line 16, Activity 11	N/A	6400	220	FICA for school counselors.		$ 90.00	100.00%
Line 17, Activity 12	N/A	5100	730	Dues and Fees. Fees related to obtaining birth certificates for HCY required for school enrollment/records. Ten birth certificates at $15.00 each.		$ 150.00	100.00%
Line 18, Activity 13	N/A	5100	590	Other Materials and Supplies. Fees related to medical and dental services for HCY when lack of services impedes the students' academic success and is a barrier to school attendance. Ten students at $20.00 each.		$ 200.00	100.00%
Line 19, Activity 14	N/A	7200	792	Indirect costs at district's approved rate of 5.64%.		$ 3,929.00	100.00%

2026-2027 Title IX, Part A (TIXPA)
Education for Homeless Children and Youth (EHCY) Project
Year 3 Application
July 1, 2026 - August 31, 2027

Local Educational Agency Name:	Baker County School District
Project Contact Name:	Traci Wheeler
Project Contact Title:	Director of Accountability and Special Programs
Project Contact Telephone:	904-259-6776
Project Contact E-mail:	traci.wheeler@bakerk12.org
Homeless Education Liaison Name:	Traci Wheeler

For more information, please contact:

Florida McKinney-Vento Program

Phone: (850) 245-0479

Email: flmvp@fldoe.org

Bureau of Federal Educational Programs
Florida McKinney-Vento Program

2026-2027 TIXPA–EHCY Project – Year 3
Program Specific Assurances

The Local Educational Agency (LEA) assures that:

- The LEA will comply with all reporting requirements by the requested date and contain such information as required, including but not limited to the requirements under the McKinney-Vento Homeless Assistance Act (MVA).
- All costs are reasonable and necessary and that the uses of such funds align with the purpose of, and other requirements in, the MVA.
- The LEA will meet the requirements of Section 442 of the General Education Provisions Act (GEPA), 20 U.S.C. 1232e, Single local educational agency application.

☒ By checking this box, I hereby certify that the LEA agrees to all the assurances of the TIXPA-EHCY Program, and will abide by all federal, state and local laws.

Part 1: SUMMARY

A. Outcomes

☒ By checking this box, I hereby certify that the intended **Outcomes** for Year 3 have not changed from the TIXPA-EHCY Project Application - Years 1 and 2.

If the intended outcomes for Year 3 have changed, please describe the changes below.

Part 2: GOALS AND PROGRESS MONITORING

A. Areas of Focus

☒ By checking this box, I hereby certify that the **Areas of Focus** (AOFs) of Identification and Enrollment, Regular School Attendance and Full Participation and Support for Academic Achievement for Year 3 have not changed from the TIXPA-EHCY Project Application - Years 1 and 2.

If the Areas of Focus for Year 3 have changed, please describe the changes below.

B. Goals

☒ By checking this box, I hereby certify that the **Goals** for the AOFs for Year 3 have not changed from the TIXPA-EHCY Project Application - Years 1 and 2.

If the Goals for Year 3 have changed, please describe the changes below.

C. Progress Monitoring Indicator

☒ By checking this box, I hereby certify that the **Progress Monitoring Indicators** for Year 3 have not changed from the TIXPA-EHCY Project Application - Years 1 and 2.

If the Progress Monitoring Indicators for Year 3 have changed, please describe the changes below.

Part 3: IMPLEMENTATION PLAN

A. Use of Other Resources

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

☒ Title I, Part A Homeless Set-Aside funds reserved for children and youth experiencing homelessness

☐ Other funds and services available to children, youth and families experiencing homelessness. Please specify below:

B. Use of Local Resources

☒ By checking this box, I hereby certify that the activities related to the designated **Areas of Focus** with the use of local funds for Year 3 have not changed from the TIXPA-EHCY Project Application - Years 1 and 2.

If the activities have changed, please describe the changes below.

C. Use of Title I, Part A Set-Aside for Homeless Education

1. Provide the amount of the Title I, Part A Homeless (TIPA) Set-Aside for the 2025-2026 and 2026-2027 subgrants. These amounts should be verified with district TIPA staff.

2025-2026 TIPA Homeless Set-Aside	2026-2027 TIPA Homeless Set-Aside*
$10,000.00	$2,225.00

**The 2026-2027 amount above must match the Homeless Set-Aside amount in the 2026-2027 Title I, Part A application in order to be approved.*

2. Indicate how the amount of the 2026-2027 Title I, Part A Set-Aside was determined. Include in your response a brief explanation as to why the amount has remained the same, increased or decreased from the previous year (2025-2026).

The Title I, Part A Homeless Set-Aside was determined based on Comprehensive Needs Assessments completed by each school administrator and by various stakeholders, the number of students experiencing homelessness in the district, and the availability of other federal funds (Title IX, Part A) available to support students experiencing homelessness.

The amount of the Title I, Part A Homeless Set-Aside for 2026-2027 has decreased from the previous year for several reasons. The district's Title I, Part A allocation is significantly lower than the amount received in 2025-2026 (a decrease of $141,825.90). The district's Title IX, Part A allocation is notably higher than the amount received in 2025-2026 (an increase of $31,303.00). Additionally, the 2025-2026 Title I, Part A Homeless Set-Aside included an allocation for registration fees for homeless conferences/trainings and the associated travel expenses for those events ($6,375.00). Due to overall budget constraints, the district has limited travel for employees. Therefore, that activity was not included in the Title I, Part A Homeless Set-Aside for 2026-2027.

3. List by number (e.g., 1, 2, 3) the activities supported with the use of the 2026-2027 Title I, Part A Set-Aside.

1. Backpacks and school supplies
2.
3.

D. Proposed Use of TIXPA-EHCY Subgrant Funds for McKinney-Vento Activities

☐ By checking this box, I hereby certify that the Activities for Year 3 have not changed from the TIXPA-EHCY Project Application - Years 1 and 2 (If there is no change, delete the blank Activity Table template located on page 6).

If the activities for Year 3 have changed, please describe the changes below and complete an Activity Table for each new activity.

Lines 13-15, Activity 8. Paraprofessional Training. Extra duty hours for paraprofessional to participate in the National Association for the Education of Homeless Children and Youth (NAEHCY) virtual conference outside of contractual hours. **Paraprofessional will not be participating in the training for Year 3.**

Lines 16-18, Activity 8. Other Certified Personnel Training. Extra duty hours for school counselor/school-based McKinney-Vento liaison to participate in the National Association for the Education of Homeless Children and Youth (NAEHCY) virtual conference outside of contractual hours. **School counselor/school-based MV liaison will not be participating in the training for Year 3.**

Line 20, Activity 10. Other Certified Guidance Services. Extra duty hours for school-based McKinney-Vento liaisons to work outside of their contractual hours (two days during the summer) to contact families to determine eligibility for the new school year and to provide a backpack/school supplies giveaway to students experiencing homelessness. **This activity was included in the Year 2 grant for the summer of 2026. If successful, it may be included again in Year 1 of 2027-2030 grant cycle for the summer of 2027.**

Line 23, Activity 11. Capitalized Computer Hardware. Purchase a desktop computer for the McKinney-Vento Educational Support Paraprofessional. **No additional capitalized computer hardware needed in Year 3.**

New activity for Year 3: Extra duty hours for school-based liaisons/school counselors to complete the McKinney-Vento.org online training outside of contractual hours.

New activity for Year 3: Assist identified homeless children and youth with obtaining a copy of birth certificate required for school enrollment/records, as needed.

New activity for Year 3: Refer homeless children and youth for medical and dental services, as needed, and provide funds for the cost of the appointment(s) when the lack of such services impedes upon the students' academic success and hinders school attendance.

☐ By checking this box, I hereby certify that no amendments were submitted for Year 2.

If any amendments were submitted for Year 2, briefly summarize the changes below for each one.

Amendment #1 – Decreased funds allocated to paraprofessional salary and benefits, dues and fees, hygiene and personal care items, technology-related rentals, extra duty hours and benefits for paraprofessionals and counselors. Increased funds allocated to summer book packs, clothing and shoes, and laundromat vouchers. Added a new activity to provide extra duty hours to school-based liaisons to work two days during the summer to contact families and provide a backpack/school supplies giveaway to students experiencing homelessness.

Amendment #2 – Decreased funds allocated to paraprofessional salary and benefits, travel costs, supplies, dues and fees, and indirect costs. Increased funds allocated to clothing and shoes. Added a new activity to purchase capitalized computer hardware (desktop computer) for the McKinney-Vento Educational Support Paraprofessional.

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. Professional Development: MV Liaison and MVP Staff (e.g., conferences, statewide meetings)	☐ Choose an item. ☐ Choose an item. ☐ Choose an item.	☒ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☒ Support for Academic Achievement	☒ Year 3	School Counselors / school-based homeless liaisons	6

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

1. What is the activity? The school counselors/school-based homeless liaisons will work outside of their contractual hours to complete training through McKinney-Vento.org. This is a six-hour training course designed specifically for homeless liaisons. By providing extra duty hours outside of the counselors' regular contractual hours, it ensures that the counselors will be able to give the training their full attention and not have the interruptions that would occur during the course of a regular school day. It will also enable the counselors to still perform their regular job duties during the time that students are on campus.

2. Why is the activity needed? This training meets compliance requirements and takes course participants through the basics, beginning with the legal context of the McKinney-Vento Act. Learners will unpack the law, explore best practices strategies, work their way through scenarios, and complete a quiz at the end of the training. Participants will be awarded a Certificate of Completion that will be submitted to the district's McKinney-Vento liaison.

3. Who will implement it? The district's McKinney-Vento liaison will assign the training and monitor completion. The school counselors will complete the training.

4. When will it be implemented? The activity will be implemented in July/August 2026.

5. 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 (6400 130), Line 15 (6400 210), and Line 16 (6400 220)

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. Case Management: Full School Participation (including enrollment assistance (e.g., birth certificate, health records) and extracurricular activities participation)	☐ Choose an item. ☐ Choose an item. ☐ Choose an item.	☒ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☐ Support for Academic Achievement	☒ Year 3	Approximately 10 students who are experiencing homelessness	Approximately 10 students who are experiencing homelessness

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

6. What is the activity? The district will assist identified homeless children and youth with obtaining a copy of his/her birth certificate.
7. Why is the activity needed? Birth certificates are required for school enrollment. This activity will enable students, parents, guardians, and/or caregivers to complete the enrollment packet. (If identified as McKinney-Vento, the students will be immediately enrolled in school. The process of obtaining the birth certificate will not delay the enrollment of the students,)
8. Who will implement it? The district homeless liaison and/or the McKinney-Vento paraprofessional will implement the activity.
9. When will it be implemented? This activity will be implemented as needed.
10. 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 17 (5100 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
3. Referrals for HCY to Community Services: Medical, dental, mental health, and other community services	☐ Choose an item. ☐ Choose an item. ☐ Choose an item.	☒ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☒ Support for Academic Achievement	☒ Year 3	Approximately 10 students who are experiencing homelessness	Approximately 10 students who are experiencing homelessness

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

11. What is the activity? The district will refer homeless children and youth for medical and dental services and cover the expense of the appointment(s).

12. Why is the activity needed? The lack of medical and dental services can impede upon students' academic success and hinder school attendance.

13. Who will implement it? The district homeless liaison and/or the McKinney-Vento paraprofessional will implement this activity.

14. When will it be implemented? This activity will be implemented as needed.

15. 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 18 (5100 590)

LEA Program Operations Activities

A. Project Management

1. Homeless Education Liaison

   a. Complete the table below for the 2026-2027 Liaison.

   Percentage of time devoted to the McKinney-Vento Program (MVP) should equal the percentage of funding from all funding sources. For example, if 50% of time is devoted to the MVP, then percents of funding should equal 50% (TIXPA – 20%, TIPA – 20%, General Funds 10%).

First and Last Name	Traci Wheeler
Position Title	Director of Accountability and Special Programs
Email	traci.wheeler@bakerk12.org
% Time Devoted to the MVP	10%
% TIXPA-EHCY Funding of Position	0%
% TIPA Funding of Position	0%
% Other Funding of Position (Specify)	10% (General Funds)

   b. Is the 2026-2027 Liaison the same as the Liaison for 2025-2026?

   ☒ Yes.

   ☐ No. Provide the name of the 2025-2026 liaison who is no longer with MVP below.

First and Last Name	

2. Project Manager

   a. Complete the table below for the 2026-2027 Project Manager.

   Percent of Time Devoted to the MVP should equal the percent of funding from all funding sources. For example, if 50% of time is devoted to the MVP, then percents of funding should equal 50% (TIXPA – 20%, TIPA – 20%, General Funds 10%).

First and Last Name	Traci Wheeler
Position Title	Director of Accountability and Special Programs
% Time Devoted to the MVP	10%
% MVP Funding of Position	0%
% TIPA Funding of Position	0%
% Other Funding of Position (Specify)	10% (General Fund)

b. Is the 2026-2027 Project Manager the same as the Manager for 2025-2026?

☒ Yes

☐ No. Provide the name(s) and title(s) of the 2025-2026 MV staff who are no longer with the program below.

First and Last Name	Title

3. Additional McKinney-Vento Staff

a. Complete the table below for the 2026-2027 MV staff.

Percent of Time Devoted to the MVP should equal the percent of funding from all funding sources. For example, if 50% of time is devoted to the MVP, then percents of funding should equal 50% (TIXPA – 20%, TIPA – 20%, General Funds 10%).

Name (First, Last)	Title/Duties	Actual Position FTE (e.g., 1.0)	% MVP Duties of Position	% MVP Funding	% TIPA Funding	% Other Funding
Dianna Hinson	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 academics; coordinate delivery of services; work directly with students, staff, and parents.	1.0	75%	75%	0%	

b. Are the 2026-2027 MV staff the same as the MV staff for 2025-2026?

☒ Yes

☐ No. Provide the name(s) and title(s) of the 2025-2026 MV staff who are no longer with the program below.

First and Last Name	Title

c. Has the number of MV staff increased, decreased or stayed the same?

☒ Stayed the same

☐ Increased

☐ Decreased

If the number of MV staff increased or decreased, please provide an explanation below.

Part 4: EVALUATION PLAN

Evaluation

☒ By checking this box, I hereby certify that the Evaluation Plan for Year 3 has not changed from the TIXPA-EHCY Project Application- Years 1 and 2.

If the Evaluation Plan for Year 3 has changed, please describe the changes below.

Part 5: STRATEGIC IMPERATIVES, EXECUTIVE ORDER, GEPA

A. Support for Strategic Imperatives

☒ By checking this box, I hereby certify that the Strategic Imperatives for Year 3 have not changed from the TIXPA-EHCY Project Application- Years 1 and 2.

If the Strategic Imperatives for Year 3 have changed, please describe the changes below.

B. 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.

C. General Education Provisions Act (GEPA)

☒ By checking this box, I hereby certify that the GEPA statement for Year 3 has not changed from the TIXPA-EHCY Project Application-Years 1 and 2.

AGENDA ITEM NO. 8.18

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	EDEP
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the 2026-2027 Extended Day Enrichment Program Drop-In Rates and Planning Day Fees.

ATTACHMENTS:
07.20.2026 Approval of 2026-2027 EDEP Drop-In Rates & Planning Day Fees_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Finance and Support Services
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

DATE: July 8, 2026

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director of Finance and Support Services

RE: EXTENDED DAY ENRICHMENT PROGRAM
DROP-IN RATES AND PLANNING DAY FEES 2026-2027

Please request Board approval of the attached revised School Board payment schedule for drop-in rates and teacher planning day rates for the Extended Day Enrichment Program for school year 2026 - 2027. The other payment schedules were approved at the April 4, 2026 board meeting.

- Payment Schedule #3 is the regular daily drop-in rates for the general public.
- Payment Schedule #4 is the daily drop-in rates for School Board Employees which reflects a 50% discount over previous years' rates.
- Payment Schedule #5 is the FLAT rate for School Board Employees only for Teacher planning days – pending adequate student enrollment and available workforce.

If you have any questions, please let me know. Thank you for your assistance.

Baker County School District

EXTENDED DAY ENRICHMENT PROGRAM

Payment Schedule #5

TEACHER PLANNING DAY RATES**

2026-2027 SCHOOL YEAR

SCHOOL BOARD EMPLOYEE ONLY

School Board Employee Planning Day Rate	FLAT RATE	DATE FEES ARE DUE
	$20.00 per child	ON DAY OF ATTENDANCE

Extended Day hours are 7:00 A. M. - 4:00 P. M. Teacher planning days ONLY.

Planing Day fees are due on the day of attendance at EDEP. **NO EXCEPTIONS.**

There is a **$30.00 yearly registration fee** for students enrolled in any session, including Drop-ins and Planning Days. Registration Fee must be paid at time of registration. A **late fee of $1.00 per minute, per child** will be assessed for every minute after 4:00 PM.

****Pending adequate student enrollment and available workforce**

EDEP Phone Numbers

259-2315	Legacy EDEP
259-2452	Westside EDEP
259-4992	Macclenny EDEP
259-0395	Baker Learning Center

Please retain this payment schedule for your records.

Revised July 8, 2026

Baker County School District

EXTENDED DAY ENRICHMENT PROGRAM
Payment Schedule #3
REGULAR DAILY DROP-IN RATES
2026-2027 SCHOOL YEAR

Regular Daily Rate	AM ONLY	PM ONLY	AM & PM	DATE FEES ARE DUE
	$ 11.00	$ 13.00	$ 24.00	ON DAY OF ATTENDANCE

2 Hour Early Dismissal Daily Rate	1:00pm - 4:00pm	1:00pm- 6:00pm	DATE FEES ARE DUE
	$ 13.00	$ 15.00	ON DAY OF ATTENDANCE

Extended Day hours are 6:30 - 9:00 A. M. and 3:00 - 6:00 P. M. There will be no Extended Day on School Holidays. **Drop-in fees are due on the day of attendance at EDEP**. Payments not received by the Friday of the week of attendance will be assessed a late fee of $5.00. **NO credit or refund will be given for absences.** However, fees are prorated for non-student days and holidays. There is a **$30.00 yearly registration fee** for students enrolled in any session, including Drop-ins. Registration Fee must be paid at time of registration. A late fee of **$1.00 per minute, per child** will be assessed for every minute after 6:00 PM. Three late pickups could result in dismissal from EDEP.

EDEP Phone Numbers

259-2315	Legacy EDEP
259-2452	Westside EDEP
259-4992	Macclenny EDEP
259-0395	Baker Learning Center

Please retain this payment schedule for your records.

Revised July 8, 2026

Baker County School District

EXTENDED DAY ENRICHMENT PROGRAM
Payment Schedule #4
DAILY DROP-IN RATES
2026-2027 SCHOOL YEAR

SCHOOL BOARD EMPLOYEE ONLY

School Board Employee Regular Daily Rate	AM ONLY	PM ONLY	AM & PM	DATE FEES ARE DUE
	$ 4.50	$ 5.00	$ 9.50	ON DAY OF ATTENDANCE

School Board Employee 2 Hour Early Dismissal Daily Rate	1:00pm - 4:00pm	1:00pm- 6:00pm	DATE FEES ARE DUE
	$ 5.50	$ 6.50	ON DAY OF ATTENDANCE

Extended Day hours are 6:30 - 9:00 A. M. and 3:00 - 6:00 P. M. There will be no Extended Day on School Holidays. **Drop-in fees are due on the day of attendance at EDEP**. Payments not received by the Friday of the week of attendance will be assessed a late fee of $5.00. **NO credit or refund will be given for absences.** However, fees are prorated for non-student days and holidays. There is a **$30.00 yearly registration fee** for students enrolled in any session, including Drop-ins. Registration Fee must be paid at time of registration. A late fee of **$1.00 per minute, per child** will be assessed for every minute after 6:00 PM. Three late pickups could result in dismissal from EDEP.

EDEP Phone Numbers

259-2315	Legacy EDEP
259-2452	Westside EDEP
259-4992	Macclenny EDEP
259-0395	Baker Learning Center

Please retain this payment schedule for your records.

Revised July 8, 2026

AGENDA ITEM NO. 8.19

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Alice Schmitges - (259-0444)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Contract for Services Agreement with Allied Instructional Services to Provide a Board-Certified Teacher in Blindness and Visual Impairments, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of the Agreement with Allied Instructional Services_A.Schmitges.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Exceptional Student Education
and Student Services
420 South 8th Street
Macclenny, FL 32063
(904) 259-7825
www.bakerk12.org

Wyatt Milton, Superintendent

June 25, 2026

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

Dear Superintendent Milton:

I would like to request School Board approval for the attached contract between the Baker County School District and Allied Instructional Services. With approval, this agreement will provide our district with a Board Certified Teacher in Blindness and Visual Impairments. This agreement will begin on July 1, 2026 and continue through June 30, 2027. These services will be General funded through special education with a maximum of 35 hours a month.

If you have any questions please contact me at (904)259-7825 or alice.schmitges@bakerk12.org.

Sincerely,

Alice Schmitges, Director
Exceptional Student Education and
Student Services

AS:cm

Docusign Envelope ID: 8FBE44E3-7CFB-462A-A41E-9A515E8D6653

CONTRACT FOR SERVICES
between
Baker County School District Florida
and
Allied Instructional Services

THIS AGREEMENT is made and entered into on 6/16/2026, by and between Allied Instructional Services, LLC, a Virginia company with an address at P.O. Box 2214, Ashland, VA 23005, and Baker County School District Florida with an address 290 Jonathan Street E., Macclenny, FL 32063 .

1. **Integration:** This Agreement supersedes all prior negotiations, representations, or agreements, either written or oral. If any provision of the contract documents conflicts with another provision, this agreement shall govern.

2. **Term:** This contract shall be effective on July 1, 2026 and shall continue in full force until June 30, 2027.

3. **Services to be Provided:** District hereby engages AIS for the provision of the services described in this agreement Addendums A - F and AIS agrees to arrange for said services to be provided for District. AIS acknowledges that it is possessed of that degree of care, learning, skill, and ability which is ordinarily possessed by similar businesses and further represents that in the performance of its duties herein set forth it will exercise such degree of care, learning, skill, and ability as is ordinarily employed by AIS under similar conditions and like circumstances and shall perform such duties without neglect. Any equipment, supplies, or materials used in the performance of this contract shall be provided by District except as otherwise agreed by the parties.

   District shall pay AIS as described in Addendums A – F within thirty (30) days of receipt of invoice from AIS.

   AIS covenants and agrees that it shall take one of the two following actions within seven (7) days after receipt of any amounts paid to AIS by the District for work performed by a contractor under the Agreement:

   a) pay any contractor for its proportionate share of the total payment received from the District attributable to the work under the Agreement performed by such subcontractor, or

   b) notify the District and the contractor, in writing, of its intention to withhold all or a part of the subcontractor's payment and the reason therefore.

   AIS agrees to provide its federal employer identification number as a condition precedent to the District being required to make any payment to AIS under the Agreement.

   AIS agrees to pay interest at the legal rate or such other rate as may be agreed to in writing by the contractor and AIS on all amounts owed by AIS that remain unpaid after seven (7) days following receipt by AIS of payment from the District for work performed by the contractor in furtherance of AIS meeting its obligations to the District, except for amounts withheld pursuant to the provisions above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.

4. **Independent Contractor**. AIS providers are independent contractors and not an agents, employees, or legal representatives of the District. All persons providing Services on behalf of AIS shall be the sole responsibility of AIS. Nothing in this Agreement shall be construed to prohibit AIS from providing educational or consulting services to other entities during the Term of this Agreement.

5. AIS will assign contractors to provide services at school's premise(s), remotely or a hybrid of the two under District's supervision. AIS retains the sole right to select contractors to provide services, but AIS agrees all contractors providing services shall be pre-approved by District for the assigned services. AIS recognizes that contractors who are assigned to provide services may have access to certain information of District and students which may be proprietary and confidential. AIS and contractors will treat this information as confidential and agree not to disclose it to any third person in accordance with applicable law.

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AIS acknowledges the District's request that, for FERPA compliance and security reasons and to promote continuity of communication and services, AIS will use best efforts to minimize the number of individual contractors provided to meet the needs of the District.

School District will allow reasonable time for completion of work outside of IEP service delivery time.

It is understood that it is the responsibility of the District to notify AIS in a timely manner of any requests for meeting attendance, or completion of evaluations, assessments, or reports, to allow a reasonable amount of time for completion and scheduling.

Contractors placed by AIS will complete paperwork necessary for the District to submit for Medicaid reimbursement. AIS is not enrolled as a LEA Medicaid provider so claims for reimbursement must be submitted by the District. District must communicate Medicaid documentation requirements in a clear and timely manner to the contractor providing the services to the student.

6. **Background checks:** AIS completes a background check before a provider is placed with a district. Included is a multi-state instant criminal check with verification, DOJ Sex Offender Check, Single Jurisdiction Statewide Criminal Search and SSN Trace.

7. **Discounts:** AIS agrees to waive portal charges when a contractor is contracted to District for 35 or more hours of work within the school District in one week.

8. **Fees:** District agrees to reimburse AIS for canes issued to student(s) by AIS when necessary for instructional purposes at a rate of $55.00 per cane. Payments made via credit card are subject to a 3.5% fee, applied at the time of payment.

9. **Replacement Fee:** Should District opt to offer employment to, hire directly or indirectly or otherwise contract with (1) a contractor placed by AIS to provide services to the District under this agreement, (2) any other potential contractor contacted by AIS and identified to the District, or (3) a previous contractor placed by AIS in the 12 months preceding such offer, District agrees to pay AIS an additional amount equal to twenty percent (20%) of the first year compensation (excluding bonus, vacation, health and employee welfare benefits) to be paid by District to such hired contractor.

10. **Cooperative Purchasing:** To the extent permitted under law, the terms and conditions of this agreement may be extended to any other school District or other entity to permit those other entities to contract with AIS for the goods or services set forth in this Agreement, subject to the mutual agreement of AIS and the other entity, which may include different payment terms.

11. **Intellectual Property:** Except as provided herein, all rights and ownership of Services Related Intellectual Property and tangible materials produced under or as a result of this Agreement are the property of AIS. AIS reserves all rights, including without limitations, the copyright of tangible materials produced and/or provided in connection with the provision of services under this Agreement. "Services Related Intellectual Property" means any inventions, discoveries, processes, formulas, data, techniques, know-how, computer programs and other intellectual property along with improvements and enhancements thereto, whether or not patentable, formulae, trademarks, related documentation and all other forms of copyrightable or patentable subject matter, which AIS conceives, develops, or makes in connection with providing services under this Agreement, but does not include any Preexisting Intellectual Property and any property owned by District and provided by District to AIS or contractors placed by AIS for performance of services, title to which shall remain in District and which shall be used only in the performance of this Agreement unless otherwise authorized in writing by District. "Preexisting Intellectual Property" means any inventions, discoveries, processes, formulas, data, techniques, know-how, computer programs and other intellectual property along with improvements and enhancements thereto, whether or not patentable, formulae, trademarks, related documentation and all other forms of copyrightable or patentable subject matter, which District has conceived, developed, or made prior to the date of this Agreement or otherwise not produced in connection with services to be provided under this Agreement.

    This Agreement is for use by the District only and may not be duplicated, distributed, or verbally communicated without the written permission of AIS.

12. **Termination:** Each party has the right to terminate this Agreement if the other party is in default hereunder which default is incapable of cure or which, being capable of cure, has not been cured within fifteen (15) days after receipt of written notice of such default (or such additional cure period as the non-defaulting party may authorize). Either party also may terminate this Agreement upon thirty (30) days' written notice to the other party or upon

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mutual agreement by both parties. Upon termination of this Agreement for any reason, District shall pay all amounts due for the services and hours worked under the Agreement.

13. **Indemnification and Limitation of Liability:** To the extent permitted by law, AIS will defend, indemnify, and hold the District and its board members, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from AIS's breach of this Agreement; its failure to discharge its duties and responsibilities under this Agreement; or the negligence or willful misconduct of AIS or AIS's officers, employees, contractors, or authorized agents in the discharge of those duties and responsibilities under this Agreement.

    To the extent permitted by law, the District will defend, indemnify, and hold AIS and its parents, subsidiaries, directors, officers, agents, representatives, employees, and contractors harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from the District's breach of this Agreement; its failure to discharge its duties and responsibilities under this Agreement; or the negligence or willful misconduct of the District or the District's officers, employees, contractors or authorized agents in the discharge of those duties and responsibilities under this Agreement.

    Except as expressly set forth herein, neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.

    As a condition precedent to indemnification, the party seeking indemnification will inform the other party within ten (10) business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.

    The provisions of this section of the Agreement constitute the complete agreement between the parties with respect to indemnification, and each party waives its right to assert any common-law indemnification or contribution against the other party.

    The foregoing provisions of this Paragraph 13 shall be applicable only to the extent allowed by law. In the event of a conflict between this Paragraph 13 and applicable law, the applicable law shall control and this provision shall be deemed modified to the minimum extent necessary to comply with applicable law.

14. **Assignment:** District shall not assign or transfer any interest in this Agreement without the prior written consent of AIS, which consent shall not be unreasonably withheld, delayed, or conditioned. AIS may subcontract for the provision of services under this agreement and may assign this Agreement in connection with any merger, sale, or transfer of all or substantially all of the assets or stock of AIS. No modification of this Agreement shall be binding upon the parties hereto, unless consented to in writing, and signed by both parties.

15. **Notices:** Any notice required to be given to a party hereunder shall be deemed given on date of delivery (if delivery is made by hand or by commercial delivery service) or on the third (3rd) business day following the mailing of any such notice, postage paid to the address set out herein for such party.

16. **No Authority to Bind District:** AIS has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create a partnership between the parties.

17. **General:** No amendment, change, modification, or waiver of any term of this Agreement shall be valid unless it is in writing and signed by both the District and AIS. This Agreement shall be binding upon the successors and permitted assigns of the District and AIS. This Agreement shall be construed according to the laws of the Commonwealth of Virginia, exclusive of its conflicts of law provisions. Any dispute, claim or action under this Agreement shall be brought exclusively in the appropriate state or federal court located in or for Hanover County, Virginia, and the parties irrevocably consent to the personal jurisdiction of such courts for resolution of any such dispute, action, or claim. All provisions of this Agreement shall be considered severable and each enforceable provision shall remain in effect and binding upon the parties hereto regardless of any finding by any judicial, administrative, or legislative body that other provisions of this Agreement are invalid or unenforceable. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

18. **Confidentiality:** AIS and its agents and employees will keep all information related to the District's students confidential and will not disclose such information to third parties for any purpose without the prior written

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approval of the District. AIS shall comply with all applicable District rules, regulations, policies, and procedures when engaged in the performance of this Agreement, including, but not limited to, Board Policies; Board Regulations; FERPA; the Health Insurance Portability and Accountability Act of 1996 ("HIPAA Privacy Rule") and IDEA. AIS will return all copies of such student confidential information to the District upon termination of this Agreement. AIS further agrees to cause any contractor placed with the District to execute an agreement containing substantially similar confidentiality obligations.

19. Personnel

a. All of the Services herein shall be performed by AIS or under its supervision, and all personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under applicable state and local law to perform such Services.

b. Jessica Lunsford Act (Background Check).

i. AIS shall comply with the Jessica Lunsford Act, effective September 1, 2005, as same may be amended from time to time and with all requirements of Sections 1012.32 and 1012.465, F.S.

ii. Except as provided in Sections 1012.467 or 1012.468, F.S., and consistent with District policy, all of AIS' personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, shall successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes and District. This background screening will be conducted by District in advance of AIS or its personnel providing any Services under the conditions described in the previous sentence.

iii. AIS shall bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to AIS and its personnel.

iv. The Parties agree that the failure of AIS to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling the District to terminate immediately with no further responsibilities or duties to perform under this Agreement. AIS agrees to indemnify and hold harmless the School District, its officers, and employees from any liability in the form of physical or mental injury, death, or property damage resulting from AIS' failure to comply with requirements of this section or with Sections 1012.32 and 1012.465, F.S.

20. FERPA: To the extent Services provided hereunder pertain to the access to student information, AIS shall adhere to all standards included in Sections 1002.22 and 1002.221, F.S. (the Protection of Pupil Privacy Acts), 20 U.S.C. §1232g - the Family Educational Rights and Privacy Act (FERPA), the federal regulations issued pursuant thereto (34 CFR Part 99), and/or any other applicable state or federal law or regulation regarding the confidentiality of student information and records. Further, AIS, and its officers, employees, agents, and representatives, shall fully indemnify and hold the District harmless for any violation of this provision including, but not limited to, defending the District and its officers, employees, agents, and representatives against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon the District, or payment of any and all costs, damages, judgments, or losses incurred by or imposed upon the District arising out of the breach of this provision by AIS, its officers, employees, agents, or representatives, to the extent that the AIS, or its officers, employees, agents, or representatives, shall either intentionally or negligently violate this provision, Sections 1002.22 and 1002.221, F.S., or other applicable state, local, or federal laws, rules, or regulations. This provision shall survive the termination of or completion of all performance obligations under this Agreement and shall remain fully binding upon AIS. A separate Non-Disclosure Agreement may be required.

21. Public Records

a. **IF AIS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AIS NEEDS TO CONTACT THE APPROPRIATE SCHOOL DISTRICT PERSONNEL.**

b. This Agreement is subject to and governed by the laws of the State of Florida, including without limitation Chapter 119, F.S., which generally makes public all records or other writings made by or received by the Parties. AIS acknowledges its legal obligation to comply with Section 119.0701, F.S. AIS shall keep and maintain public records, as that phrase is defined in the Florida Public Records Act, which would be required to be kept and maintained by the District in order to perform the scope of services. AIS shall comply with all requirements for retaining public records and shall transfer, at no cost to the District, all public records in the possession of AIS upon a request for such public records. See Section 119.0701(2)(b)4, F.S., for additional record keeping requirements.

c. A request to inspect or copy public records relating to the District's contract for services must be made directly to the District's Custodian of Public Records. If the District does not possess the requested records, the District's Custodian of Public Records shall immediately notify AIS of the request. AIS must provide a copy of the records to the District 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, F.S. If AIS does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

d. Should AIS fail to provide the requested public records to the District within a reasonable time, AIS understands and acknowledges that it may be subject to penalties under Sections 119.0701(3)(c) and 119.10, F.S.

e. AIS shall not disclose public records that are exempt, or confidential and exempt, from public records disclosure unless specifically authorized by law for the duration of this Agreement term and following the completion, expiration, or termination of same if AIS does not transfer the records to the District. Upon completion, expiration, or termination of this Agreement, AIS shall transfer, at no cost to the District, all public records in its possession or keep and maintain public records required by the District to perform the services. If AIS transfers all public records to the District, AIS shall destroy any duplicate public records that are exempt, or confidential and exempt, from public records disclosure requirements. If AIS keeps and maintains public records upon completion, expiration, or termination of this Agreement, AIS shall meet all applicable requirements for retaining public records and provide requested records to the District pursuant to the requirements of this Article. All public records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.

Signatures: In agreement with the terms and conditions of this Agreement, we have affixed our signatures as indicated below. This Agreement shall be considered by both parties as legal and binding.

AIS

DocuSigned by:
Mary Hall
FA04E862513646F...
6/16/2026
_____/_____
Mary Hall, President of Business Operations Date
Allied Instructional Services, LLC

Baker County School District Florida

Signed by:
Alice Schmitges
74E1BE76634F44E...
6/16/2026
_____/_____
Administrator Signature Date

Alice Schmitges
_____
Administrator's Name/Title

Allied Instructional Services, LLC
PO Box 2214
Ashland, VA 23005
Phone: 804-368-8475
Fax: 804-368-8467

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Addendum A – Rate Sheet

	Hourly Rates
Teacher of the Blind and Vision Impaired	$79/hour portal to portal **
Teacher of the Deaf and Hard of Hearing	$79/hour portal to portal **
Orientation and Mobility Instructor	$79/hour portal to portal **
Speech Language Pathologist	$79/hour portal to portal **
Speech Language Pathology Assistant	$59/hour portal to portal **
Physical Therapist	$79/hour portal to portal **
Occupational Therapist	$79/hour portal to portal **
Assistive Technology Specialist	$79/hour portal to portal **
Audiologist	$95/hour portal to portal **
School Psychologist	$110/hour portal to portal **
Educational Diagnostician	$110/hour portal to portal **
Sign Language Interpreters	$75/hour portal to portal**
Braille Transcription/ Material Adaptation Completed by AIS Braille Department	$60/hour

Definitions:

Hourly: all time related to and necessary for the provision of services, in-person, remote or a combination of the two, to include direct service time with students, meetings, consultation, report writing, materials adaptation, or modification, travel between schools, etc.

Portal charge: drive time to and from school division. Portal charge is the average drive time per online navigation systems without traffic.

**Portal fee waived for any individual provider working within the school division 35 hours or more per week on monthly basis.

**All services are subject to a two (2) hour minimum charge.

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Addendum B – Vision, O&M, DHH, PT, OT, SLP and AT Services

Service Name	Service Provider Description
Vision Services	Certified Teacher endorsed in Blindness and Visual Impairments
Orientation and Mobility Instruction	Professionally Trained Orientation and Mobility Instructor, who holds or is qualified to sit for NOMC or COMS certification
Deaf and Hard of Hearing Services	Certified Teacher endorsed in Deaf and Hard of Hearing knowledgeable in ASL and cochlear implants
Physical Therapist	Licensed Physical Therapist
Occupational Therapist	Licensed Occupational Therapist
Assistive Technology Assessment and Consulting	Certified itinerant teacher or licensed therapist and/or with a certificate in Assistive Technology
Vision Specific Technology Assessments	CATIS Certified
Evaluations	Certified itinerant teacher, licensed therapist, and/or certified evaluator
Speech and Language Pathologist	Licensed by the Board of Audiology and Speech Language Pathology; Certified ASHA
Accessible Education Materials	Material adaptation by certified Braille Transcriptionist/Certified TVI

Scope of Services:
The services may include but are not limited to:

- Direct or consultative services as governed by student's Individualized Education Programs (I.E.P.s.)
- Assessing students using appropriate instrument of educational measurement
- Obtaining appropriate materials, technology, and equipment to meet educational needs of each student.
- Obtaining needed resources that will help to meet the educational needs for each student.
- Maintaining up to date and accurate documentation of educational progress on each student
- Writing, revising, and updating I.E.P.s in accordance with District policies and procedures but not to act as sole case manager for any student (local school District to appoint in-school case manager)
- Making efforts to attend I.E.P. and/or eligibility meetings.
- Conferring with parents/guardians, medical personnel, teachers, and other school personnel as necessary
- Adhering to pertinent laws, regulations, and policies as they relate to the assignment.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be the rates listed in Addendum A. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

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Addendum C – Psychological Services and Educational Testing

Scope of Services:

The services may include but are not limited to:

- Develop and integrate school-wide programming to promote social–emotional and mental wellness for all students based on the needs of the school community.
- Deliver professional development to school staff and families on a range of topics, such as trauma informed practices, mental health first aid, crisis prevention, suicide prevention, effective discipline, and behavior management.
- Help schools conduct comprehensive needs assessments to develop strategies to address attendance, poverty, trauma, violence, and other barriers to learning.
- Enhance coordination and alignment of efforts to improve school safety, including crisis prevention, intervention, and response.
- Design, implement, and evaluate a comprehensive range of interventions for students at risk for academic, social–emotional, or mental and behavioral health concerns.
- Provide mental and behavioral health services for individual students and groups of students, including the delivery of individual and small group counseling and direct instruction in social skills.
- Support school-wide efforts to facilitate student progress toward measurable goals through data collection, progress monitoring, and data interpretation.
- Support divisions and school leadership teams by effectively integrating and interpreting multiple data sources to aid in decision making.
- Conduct culturally competent psychoeducational evaluations to assess abilities, skills, and social/emotional functioning of students suspected of having a disability.
- Conduct functional behavioral assessments and assist in the development of behavior plans.
- Collaborate with teachers in delivering effective differentiation strategies for students with diverse needs.
- Collaborate with teachers and school leaders to implement universal, targeted, and intensive academic and behavioral support programs using evidence-based practices.
- Facilitate collaboration and coordination between school and community providers to ensure access to wraparound supports for students with the most significant needs.
- Some services may be completed by an Educational Diagnostician:
    - Conduct educational evaluations to assess educational achievement of students suspected of having a disability.
    - Make recommendations for interventions strategies for struggling learners
    - Consult with division staff regarding best practices for instruction of students with disabilities
    - Maintain strict confidentiality regarding student health and academic records
    - Establish and maintain professional and collaborative relationships with educational staff, parents, students, and community members and functions as an effective member of the educational team.
    - Make efforts to attend individual student meetings regarding child study, IEP meetings, triennial reviews, etc., and provide input regarding the individual needs of the student.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be the rates listed in Addendum A. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

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Addendum D – Interpreting Services

The services rendered by Allied Instructional Services will be that of Deaf/Hard of Hearing Services (Interpreter Services) provided by a State Qualified Interpreter.

The services may include but are not limited to:

- Adhere to educational programming as governed by the student's Individualized Education Program (IEP)
- Assess the sign communication needs of the student and provide direct interpreting services to students who are deaf/hard of hearing in an effective and appropriate manner and in the target mode established by the student
- Establish and maintain professional and collaborative relationships with educational staff, parents, students, and community members and function as an effective member of the educational team
- Demonstrate professional judgment in all assignments and exhibit comprehensive and functional knowledge of the RID Code of Ethics/Professional Code of Conduct
- Maintain a professional appearance and demonstrate behavior that is conducive to a professional setting
- Collaborate with team members to ensure that appropriate equipment and technology are functional and available to support the needs of the student (assistive hearing devices, closed captioning, etc.)
- Maintain effective communication with all key members of the educational team in order to support the communication needs of the student
- Make efforts to attend individual student meetings regarding child study, IEP meetings, triennial reviews, etc. and provide input regarding the individual communication needs of the student
- Obtain/Maintain credentials in accordance with state regulations and provide verification of credentials as required
- Adhering to pertinent laws, regulations, and policies as they relate to the assignment.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be the rates listed in Addendum A. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

Docusign Envelope ID: 8FBE44E3-7CFB-462A-A41E-9A515E8D6653

Addendum E– Speech Language Pathology Assistants

Scope of Services:
The services rendered by Allied Instructional Services will be that of a speech language pathologist assistant: The services may include but are not limited to:

- Self-identify as SLPAs to families, students, patients, clients, staff, and others. This may be done verbally, in writing, and/or with titles on name badges.
- Exhibiting compliance with federal, state, and local regulations including: The Health Insurance Portability and Accountability Act (FERPA), the Family Educational Rights and Privacy Act (FERPA); reimbursement requirements; and state statutes and rules regarding SLPA education, training, and scope of practice. (ASHA SLPA Scope of Practice)
- Assist the SLP with speech, language, and hearing screenings without clinical interpretation.
- Assist the SLP during assessment of students, patients, and clients exclusive of administration and/or interpretation
- Assist the SLP with bilingual translation, if bilingual, during screening and assessment activities exclusive of interpretation; refer to Issues in Ethics: Cultural and Linguistic Competence (ASHA 2017).
- Follow documented treatment plans or protocols developed by the supervising SLP.
- Document student, patient, and client performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP.
- Program and provide instruction in the use of augmentative and alternative communication devices.
- Demonstrate or share information with patients, families, and staff regarding feeding strategies developed and directed by the SLP.
- Assist with clerical duties and site operations (e.g., scheduling, recordkeeping, filing, locating documents required by the SLP)
- Perform activities for each session that are routine and do not require professional judgment, in accordance with a plan developed and directed by the speech-language pathologist who retains the professional responsibility for the client.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be the rates listed in Addendum A. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

Docusign Envelope ID: 8FBE44E3-7CFB-462A-A41E-9A515E8D6653

Addendum F – Audiology Services

Scope of Services:
The services rendered by Allied Instructional Services will be that of an audiologist. AIS audiology services can be delivered on site within your division or remotely depending on location and type of service. Students requiring testing must be able to be fit with headphones or ear inserts for the Pure-Tone and Speech Audiometry. For Bone-Conduction testing, they need to be able to tolerate the bone vibrator placement. Some children require sound booth testing and we do not provide that service at this time.

The services may include but are not limited to:

- Case History
  A thorough review of the student's medical, hearing, and family history. This includes questions about any previous or existing hearing issues, ear infections, exposure to loud noises, and general health that may be related to hearing loss.
- Otoscopy Inspection of the outer ear and ear canal for any signs of abnormalities.
- Pure-Tone Air Conduction Audiometry
  The primary test for determining hearing sensitivity. The student listens to pure tones at different frequencies and volumes to identify the softest sounds they can hear at various pitches.
- Bone Conduction Testing
  In this test, a small bone vibrator is placed behind the ear to send sound vibrations directly to the inner ear, bypassing the outer and middle ear. This helps to differentiate between conductive and sensorineural hearing loss.
- Speech Audiometry
  Some speech audiometry may be performed depending on the student's age and ability to respond during testing. Due to equipment restraints, some children may not be able to participate fully in this part of the exam.
- Consultative, Collaborative, Direct Services and Guidance:
  We can fulfill consult and direct IEP Audiology services. Our audiologists can also provide professional input for multidisciplinary teams, attend meetings to interpret medical evaluations and help determine accommodations and assistive technology needs as well as fit the assistive technology. The audiologist may also work collaboratively with the school-based team to provide training and guidance for students, families and staff to ensure that students with hearing loss have the necessary knowledge, skills, supports and accommodations to manage their hearing loss successfully in the school environment and beyond.
    - Self-identify as SLPAs to families, students, patients, clients, staff, and others. This may be done verbally, in writing, and/or with titles on name badges.
    - Exhibiting compliance with federal, state, and local regulations including: The Health Insurance Portability and Accountability Act (FERPA), the Family Educational Rights and Privacy Act (FERPA); reimbursement requirements; and state statutes and rules regarding SLPA education, training, and scope of practice. (ASHA SLPA Scope of Practice)
    - Assist the SLP with speech, language, and hearing screenings without clinical interpretation.
    - Assist the SLP during assessment of students, patients, and clients exclusive of administration and/or interpretation
    - Assist the SLP with bilingual translation, if bilingual, during screening and assessment activities exclusive of interpretation; refer to Issues in Ethics: Cultural and Linguistic Competence (ASHA 2017).
    - Follow documented treatment plans or protocols developed by the supervising SLP.
    - Document student, patient, and client performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP.
    - Program and provide instruction in the use of augmentative and alternative communication

Docusign Envelope ID: 8FBE44E3-7CFB-462A-A41E-9A515E8D6653

devices.
- Demonstrate or share information with patients, families, and staff regarding feeding strategies developed and directed by the SLP.
- Assist with clerical duties and site operations (e.g., scheduling, recordkeeping, filing, locating documents required by the SLP)
- Perform activities for each session that are routine and do not require professional judgment, in accordance with a plan developed and directed by the speech-language pathologist who retains the professional responsibility for the student.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be the rates listed in Addendum A. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   392 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

_____

Signature of Authorized Contractor Representative

_____

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name:_____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title:_____

Address:_____

City:_____State:_____ZIP:_____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title:_____

Date:_____

AGENDA ITEM NO. 8.20

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Alice Schmitges - (259-0444)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Amendment #2 to Grant Proposal "IDEA Part B, K-12 Entitlement" in the Amount of $19,230.54 with No Change in Over All Budget Total. Federal / No Matching

ATTACHMENTS:
07.20.2026 Approval of the IDEA Part B, K-12 Entitlement_A.Schmitges.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*IDEA Part B, K-12 Entitlement*

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

CONTACT PERSON:	*Alice Schmitges, Director/ESE Student Services*

CONTACT PHONE NUMBER:	*(904) 259-7825*

AMOUNT REQUESTED:	*$19,230.54 of $1,334,837.77 Reallocated*

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)*
1. Increase in salary for 1 Speech and Language Pathologist to identify, diagnose, and provide services during Extended School Year (ESY) for Students with Disabilities (SWDs) not to exceed 150 hours @ the hourly rate of $52.42.
2. Increase in retirement and social security benefits for 1 Speech and Language Pathologist for (ESY).

HOW WILL FUNDS BE USED *(If additional space is needed, attachments may be used)*
1. Increase in salary, retirement and social security benefits for 1 Speech and Language Pathologist for (ESY).

SUBMITTED BY: _____ DATE: _____

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Baker County School District	**2 PROJECT NUMBER** 020-2636C-6CB01
3 PROJECT/PROGRAM TITLE IDEA Part B, K-12 Entitlement **TAPS 26C001**	**4 AUTHORITY** **PL 108.446 IDEA, Part B, Section 611** **USDE or Appropriate Agency** **FAIN#**: H027A250024
5 AMENDMENT INFORMATION Amendment Number: 2 Type of Amendment: Budgetary Effective Date: 04/30/2026	**6 PROJECT PERIODS** Budget Period: 07/01/2025 - 06/30/2026 Program Period: 07/01/2025 - 06/30/2026
7 AUTHORIZED FUNDING Current Approved Budget: $1,334,837.77 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $1,334,837.77	**8 REIMBURSEMENT OPTION** Federal Cash Advance

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2026
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2026
- Last date for receipt of proposed budget and program amendments: 05/31/2026
- 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 : 07/01/2025

10 DOE CONTACTS **Program**: Casey Grove Phone: (850) 245-9322 Email: Casey.Grove@fldoe.org **Grants Management**: Unit C (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: Please note that additional terms and conditions may apply depending on the assurances associated with this project. For further details, refer to Section 11 on the following page.

12 APPROVED:

Patricia Bodiford — Authorized Official on behalf of the Commissioner of Education

6/8/2026 — 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

As applicable, grantees must not use federal funds under this project in any manner that violates the United States Constitution, Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), the Boy Scouts of America Equal Access Act of 2001 (20 U.S.C. § 7905), section 117 of the Higher Education Act of 1965, as amended (20 U.S.C. § 1011f), or other applicable federal law. To the extent that a grantee uses grant funds for such unallowable activities, the U.S. Department of Education and/or the Florida Department of Education may take appropriate enforcement action including under section 451 of the General Education Provisions Act (GEPA), which may include the recovery of funds under section 452 of GEPA.

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

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	**A) Agency 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	Baker County School District 392 South Boulevard E. Macclenny, Fl. 32063	Date Received 4/30/2026
B) Program Name: IDEA Part B, K-12 Entitlement 2025-2026 **TAPS Number:** 26C001		**Project Number (DOE Assigned)** 020-2636C-6CB01

C) Amendment Type	**D) Amendment Request Contact Information**	
☐ Program ☒ Budget **Amendment Number:** 2	Contact Name: Baker County School District – ESE/Student Services Dept. Attn: Alice Schmitges Fiscal Contact Name: Teri Ambrose	Telephone Numbers: 904-259-7825 904-259-0449
	Mailing Address: 420 South 8th St. Macclenny, Fl. 32063	E-mail Addresses: Alice.schmitges@bakerk12.org Mary.ambrose@bakerk12.org

E) Required Signature and Certification

I, J. Wyatt Milton, *(Please Type Name)* 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 amendment 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 amendment.

Signature of Agency Head	Title	Date
J. Wyatt Milton	Superintendent	4/29/26
Signature of Charter Head	Title	Date

F) Narrative

1) Increase in salary for 1 Speech and Language Pathologist to identify, diagnose, and provide services during Extended School Year (ESY) for Students with Disabilities (SWDs) not to exceed 150 hours @ the hourly rate of $52.42.

2) Increase in retirement and social security benefits for 1 Speech and Language Pathologist for (ESY).

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) Baker County School
District/Agency Name

B) 020-2636C-6CB01/26C001
Project Number/TAPS Number

C) 2
Amendment Number

D) Total Project Amount Currently Approved
$1,334,837.77

E) Total Project Amount resulting from this Budget Amendment
$1,334,837.77

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5200	120	Salaries (1) Speech/Language Pathologist at 50%, (1) Speech/Language Pathologist at 25%, (1) Speech/Language Pathologist Assistant at 50%. These positions are working with students with disabilities.	1		$7,863.00
5200	210	Retirement Benefits for (1) Speech Language Pathologist			$1,415.34
5200	220	Social Security Benefits for (1) Speech Language Pathologist			$487.51
5200	120	Salary for (1) Speech and Language Pathologist to identify, diagnose, and provide services during Extended School year for Students with Disabilities not to exceed 150 hours @ the hourly rate of $52.42.	1	$7,863.00	
5200	210	Retirement Benefits for (1) Speech Language Pathologist		$1,415.34	
5200	220	Social Security Benefits for (1) Speech Language Pathologist		$487.51	
6140 (I-1)	130	Rollover funds increased CEIS amount		$9,464.69	
6400	750	Reducing pay for substitutes. Summer Trainings pay will come from other line item for SWDs.			$9,464.69
			Total	**$19,230.54**	**$19,230.54**

AGENDA ITEM NO. 8.21

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Alice Schmitges - (259-0444)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Renew Agreement with Quality Therapy Solutions, Effective August 1, 2026 - July 25, 2027.

ATTACHMENTS:
07.20.2026 Approval of the Agreement with Quaility Therapy Solutions_A.Schmitges.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Exceptional Student Education
and Student Services
420 South 8th Street
Macclenny, FL 3206
(904) 259-7825
www.bakerk12.org
Wyatt Milton, Superintendent

July 8, 2026

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

Dear Superintendent Milton,

I would like to request School Board approval to renew the agreement between the Baker County School Board and Quality Therapy Solutions from August 1, 2026 through July 25, 2027. This agreement provides Speech Language Therapy services and Occupational Therapy services to qualifying students in the Baker County School System. The funding source will remain General.

If you have any questions please contact me at (904)259-7825 or Alice.Schmitges@bakerk12.org

Sincerely,

Alice Schmitges
Director, Exceptional Student Education & Student Services
Baker County School District

AS:cm

CONTRACT FOR CONSULTANT AND CONTRACTED SERVICES

AGREEMENT:

This agreement between **BAKER COUNTY SCHOOL BOARD** of 392 South Blvd. E., Macclenny, Florida 32063 and Catherine Dopson, MS, CCC-SLP, a licensed Speech/Language Pathologist in the state of Florida, dba, **Quality Therapy Solutions (QTS),** PO Box 5, Glen St. Mary, Florida 32040, shall be effective August 1, 2026– July 25, 2027.

BAKER COUNTY SCHOOL BOARD hereby contracts with **Quality Therapy Solutions (QTS)** to provide Speech/Language Therapy services and Occupational Therapy services for students and/or prospective students of **BAKER COUNTY SCHOOLS** under terms of contract.

QTS shall provide Speech, Language, and Occupational Services to students of Baker County School District, up to 5 days per week, except holidays, during the regular school year and up to 4 days per week during Extended School Year. The services will be rendered within the scope of limitations set forth by **BAKER COUNTY SCHOOL BOARD**.

PROVISIONS:

Catherine Dopson, MS, CCC-SLP, dba, Quality Therapy Solutions agrees:

1. To provide Speech and/or Language, and Occupational therapy services to students in **BAKER COUNTY SCHOOL DISTRICT**, including but not limited to:
*Screening of students referred to the Speech, Language, and Occupational services programs.
*Providing evaluation of students for the purpose of determining need for Speech, Language, and Occupational services.
*Providing regular Speech, Language, and Occupational re-evaluations to determine the need for continued services for those students enrolled in the programs.
*Consulting with educational staff, parents, and other professionals regarding prospective students and students staffed into the Speech, Language, and Occupational therapy programs.
*Participating in conferences as requested/invited (IEP and MTSS) either virtually or in-person attendance.
*Implementing Speech and/or Language Therapy & Occupational treatment in accordance with the student's IEP goals and objectives.
*Providing consultation services for students enrolled in the Speech, Language, and Occupational programs, as necessary.
2. To maintain all student records according to **BAKER COUNTY SCHOOL DISTRICT** procedures and submitting reports in a timely manner.
3. All therapists will be licensed in the State of Florida at all times.
4. To provide services on a mutually agreeable schedule, Monday through Friday, except holidays, for up to 7.5 hours per day for contracted certified Speech and Language Pathology and Occupational Therapy.

5. To submit all billing paperwork to **BAKER COUNTY SCHOOL DISTRICT** as indicated and substantiated.
6. The therapists will furnish a professional liability insurance policy. This policy must be effective on or before the first day of work.
7. To comply with policies, rules, and regulations of **BAKER COUNTY SCHOOL BOARD**, including confidentiality.
8. Will provide records for Medicaid Service billing information as requested by the Exceptional Student Education office.

BAKER COUNTY SCHOOL DISTRICT agrees:

1. To provide ready access to the students during the school day.
2. To make clinical and/or academic records of students referred for Speech, Language, and Occupational services, available to the therapist as necessary.
3. To provide treatment/workspace for the Speech-Language Therapy, and Occupational Therapy programs.
4. To provide equipment/supplies as needed to carry out Speech-Language Therapy, and Occupational Therapy services, including testing materials and protocols, as well as treatment materials.
5. To provide all support, facilities, in-county training, direction and means to complete all expected duties assigned.
6. To reimburse **Quality Therapy Solutions**, for said Speech/Language Therapy services at a rate of $56.50 per hour for services provided by Catherine Dopson M.S., CCC-SLP, and $51.00 per hour for services provided by speech therapist Alyssa Mitchell M.S., CCC-SLP, and $45.50 per hour, for services provided by speech therapist assistant, Mariah Grendzinski SLPA, for services rendered during the 2026-2027 school year based on **Baker County School Board** approved **Accounts Payable Voucher Schedule**.
7. To reimburse **Quality Therapy Solutions**, for said Occupational Therapy Services at a rate of $59.50 per hour for services provided by occupational therapist, Rosie Lewis, OT R/L, for services rendered during the 2026-2027 school year and Extended School Year, based on **Baker County School Board** approved **Accounts Payable Voucher Schedule.**
8. To reimburse therapists for services provided virtually at hourly rate per therapist.
9. To compensate **Quality Therapy Solutions** for travel time between facilities at the school board approved rate if requested.

This agreement shall continue and be binding upon both parties for the period of one (1) year, unless terminated as herein provided. This agreement shall commence on August 1, 2026. This agreement may not be amended at any time without written consent of both parties. All amendments shall be attached to this agreement and made a part thereof. Notices on the **BAKER COUNTY SCHOOL BOARD** will be served by Certified Mail with a return receipt, to 392 South Blvd. E., Macclenny, FL 32063. Notices on **Quality Therapy Solutions** will be served by Certified Mail with a return receipt to PO Box 5, Glen St. Mary, FL 32040.

IT IS FURTHER UNDERSTOOD AND AGREED

BAKER COUNTY SCHOOL BOARD shall retain responsibility for, control and supervision of, said services.

Either party may terminate this agreement with thirty (30) days written notice to the other party. Notices on the **BAKER COUNTY SCHOOL BOARD** will be served by Certified Mail with a return receipt, to 392 South Blvd. E., Macclenny, FL 32063. Notices on **Quality Therapy Solutions,** will be served by Certified Mail with a return receipt to PO Box 5, Glen St. Mary, FL 32040.

This agreement supersedes all previous agreements between the parties.

This agreement does not constitute a hiring by either party. It is the intention of the parties that so far as shall be in conformity with law, Catherine Dopson, MS, CCC-SLP, dba, **Quality Therapy Solutions**, is an independent provider and not an employee of **BAKER COUNTY SCHOOL DISTRICT**.

_____ _____

Catherine Dopson, MS, CCC-SLP Date
Quality Therapy Solutions

_____ _____

Alice Schmitges, Director ESE Date

_____ _____

Chairman - Baker County School Board Date

_____ _____

Superintendent – Baker County School Board Date

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   392 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

_____

Signature of Authorized Contractor Representative

_____

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name:_____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title:_____

Address:_____

City:_____State:_____ZIP:_____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title:_____

Date:_____

AGENDA ITEM NO. 8.22

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Budget
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Advertise 5.3250 as the Total Millage for the 2026-2027 Budget.

ATTACHMENTS:
07.20.2026 Approval to Advertise Tentative Budget and Millages_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Finance and Support Services
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

DATE: July 8, 2026

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
Executive Director of Finance and Support Services

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 27, 2026, School Board Meeting. As of today, I have not received the actual Required Local Effort (RLE) millage from the Department of Education. We should have the RLE by July 19, 2026. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 23, 2026. The tentative millages for fiscal year 2026-2027 are as follows:

Required Local Effort	3.0770 (DOE will change this number on or before July 19, 2026.)
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

If you have any questions, please let me know. Thank you for your assistance in this matter.

AGENDA ITEM NO. 9.1

Item Cover Page

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

DATE:	July 20, 2026
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:	July 20, 2026
SUBMITTED BY:	Ashton Norman Griffin (259-0436)
ITEM TYPE:	Plan
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the Baker County School District Alternative School Student Handbook.

ATTACHMENTS:
07.20.2026 Approval of the 26-27 Baker Co. Alternative School Handbook_A.Norman.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Baker County Alternative School
418 South 8th Street
Macclenny, FL 32063
(904) 259-0486
www.bakerk12.org

Wyatt Milton, Superintendent

June 8, 2026

J. Wyatt Milton
Baker County School District
392 South Blvd East
Macclenny, FL 32063

Dear Superintendent Milton:

Please accept my submission of the **26-27 Revised Baker County Alternative School Handbook** for your review and approval. This handbook serves as a vital resource for students, parents, and staff, clearly outlining our school's expectations, policies, and procedures. It reflects our commitment to providing an alternative educational environment for students who have faced academic or behavioral challenges.

I respectfully request the Board's approval of the handbook for implementation in the upcoming academic year. Please do not hesitate to contact me with any questions or if further revisions are needed.

Thank you for your continued support of Baker County Alternative School and our mission to provide a second chance in a safe, supportive, and student-centered atmosphere where students learn to take responsibility for their actions, re-engage with their education, and develop the skills necessary to succeed in school, work, and their communities.

Sincerely,

Ashton N. Griffin

Ashton Norman Griffin
Alternative Education Coordinator

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

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

DISTRICT SCHOOL BOARD MEMBERS

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Baker County Alternative School



Student Handbook

418 S. 8th Street,
Macclenny, FL 32063
(904) 259-0486

Ashton Norman Griffin, Alternative Education Coordinator
Wyatt Milton, Superintendent of Schools
Revised: 6/1/26

Parents/guardians and students are required to attend a **Placement Orientation** with the BCAS administrator before the student may begin attending school. Please call **904-259-0486** to schedule an appointment before the student's start date. Attendance at this orientation is mandatory for enrollment and placement.

Florida Statute 1006.08(1) Each district school superintendent shall fully support the authority of his or her principals, teachers, and school bus drivers to remove disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students from the classroom and the school bus and, when appropriate and available, to place such students in an alternative educational setting.

Pursuant to **School Board Policy 5.350**, a student charged with a felony shall be placed at the Alternative School until the determination of guilt or innocence is made. The student must provide documentation to the school principal or their designee showing that the felony charge has been reduced to a misdemeanor and/or that all court requirements have been satisfied before returning to the traditional school setting.

Mission Statement:
The mission of the Baker County Alternative School (BCAS) is to offer an alternative educational environment for students who have faced academic or behavioral challenges. Enrollment at BCAS provides a second chance in a safe, supportive, and student-centered atmosphere where students learn to take responsibility for their actions, re-engage with their education, and develop the skills necessary to succeed in school, work, and their communities.

School Motto: "Every Challenge, a New Chance."
This motto reflects our belief in second chances, resilience, and the transformative power of a supportive learning environment to shape a student's future.

Our Core Commitments:

- Trauma-Informed Practices: We acknowledge the impact of trauma and strive to create a safe, predictable, and supportive learning environment.
- Positive Relationships: We build trust through respect, empathy, and accountability.
- Career Readiness: We prepare students for success beyond school through hands-on learning, job skills, and mentorship.
- Academic Growth: We meet students where they are and guide them forward with personalized instruction and high expectations.
- Restorative Discipline: We focus on growth and accountability rather than punishment, helping students reflect on and improve their behavior.

Students who receive an alternative placement from their regular school environment due to their misconduct must adhere to the following:

Standards and Expectations

Attendance

- The school hours for BCAS students are 7:30 am to 2:00 pm.
- Students arriving at school after the official start time are considered tardy. Tardy records will be maintained and may be used as evidence in any truancy-related court proceedings. The students' attendance record is not regulated to a grading period, but rather their entire placement at the Alternative School.

  Tardies:
  - 3 tardies = 1 additional day served
  - 6 tardies = 1 additional day served
  - 7+ = the student will automatically extend their placement to the next grading period (Progress Reports or Report Cards)

  Absenses:
  - Students will be required to make up any unexcused absences up to 3 days. If a student has more than 3 unexcused absences, their placement will automatically be extended to the next grading period.
  - Students will be required to make up any excused absences.

- The minimum placement requirement is 30 successful school days.
- 45 days maximum only applies to the students with disabilities who have an IEP (Florida Statute 1003.57(1)(H))
- Missing the bus is considered an unexcused absence.

Attending After-School Events: Students actively enrolled in the Baker County Alternative School are strictly prohibited from attending, participating in, or being physically present at any school-sponsored event, activity, or function on any traditional Baker County School District campus.

School-sponsored events include, but are not limited to:

- Athletic events (home and away games where a BCSD campus is the venue).
- Performing arts events (plays, concerts, recitals).
- Dances, proms, or social functions.
- Club meetings or extracurricular activities.
- Graduation ceremonies (unless the BCAS student is a graduating participant and prior administrative approval has been granted for the ceremony only).

Cell Phones: Cell phones and all other electronic devices must be turned in upon arrival at school. Any student who fails to turn in a cell phone or electronic device will receive a disciplinary referral and be subject to appropriate disciplinary action.

Dress Code: The student is expected to come to school neatly and cleanly and wear shoes at all times. Students are prohibited from wearing clothing that exposes underwear or body parts or that disrupts the orderly learning environment. Clothing or personal items that are racist, sexist, promote drugs/alcohol/tobacco, or vulgar in interpretation are not allowed.

- Shirts: Any shirt or blouse should cover the back, the top of the shoulders, and the stomach. Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.
- Bottoms: Shorts and skirts must be no shorter than mid-thigh. All pants, shorts, skirts, and shorts must be worn no lower than the hips, no sagging, and no undergarments showing. No open-fly sleepwear is allowed. Tights or leggings can only be worn when the material of the upper garment (shirt, blouse, or tunic) overlaps the leggings to at least the hip area.
- Shoes: Appropriate shoes must be worn at all times. Slippers are not allowed!
- Hair/Head Coverings: No bandanas, bonnets, head scarves, or do-rags. No hats, caps, hoods, or head coverings of any kind. This also includes combs, brushes, or picks.
- Blankets: Blankets are not allowed on campus.

Discipline: BCAS follows strict discipline guidelines. If a student does not follow the rules and expectations set forth by the teachers and staff, they are subject to disciplinary action.

- For each day of out-of-school suspension = 3 additional days to the student's length of placement.
- If you are in a fight while at BCAS, you will receive appropriate disciplinary action, which will include 10 days of out-of-school suspension and may include a recommendation for expulsion.
- If, during the term of placement in BCAS, the student engages in additional misconduct for which placement in BCAS or expulsion is required or permitted, further proceedings may be conducted. The appropriate administrator may then enter an additional disciplinary order as a result of those proceedings.

Food & Drinks: Students may only bring a water bottle containing water to campus. No outside food or beverages are permitted. Exceptions may be made for documented medical conditions or food allergies; however, a doctor's note must be provided and kept on file with the school.

Placement Length: The first alternative placement will be determined by the school administration. Placement at the Alternative School will be centered around grading cycles. Students will only be able to return to the traditional school setting at the beginning of a new grading period, at Progress Reports or Report Cards (approximately every 4 weeks).

Should a student require a second alternative placement during the preceding 12 months, the student will be placed for a minimum of 90 days. Habitual (requiring a third placement) students will be recommended for expulsion.

Re-entry Back to Traditional School: When eligible, students will be evaluated by school administration to determine if they qualify for re-entry to the traditional school setting at the end of their placement. Eligibility is determined by academics, attendance, and discipline:

- **ACADEMICS**: A student must have at least a C or higher while placed at BCAS to return to the traditional school setting.
- **ATTENDANCE**: A minimum of 30 "successful" days of full attendance.
- **DISCIPLINE**: Successfully served any additional days assigned due to disciplinary action.
- The administration reserves the right not to recommend a student to return to the traditional school.
- No student will be eligible to return to the traditional school setting after the 4th nine-weeks Progress Reports have been issued.

If students are found eligible for re-entry:

- Students must write a letter to the principal asking permission to return.
- Student and parent/guardian must meet with the returning principal prior to a student being eligible to re-enter.
- The receiving principal reserves the right to refuse re-entry to any student.

Restroom Breaks: Restroom breaks are provided after breakfast, during class transitions, before and after lunch, and at dismissal. Students are expected to use the restroom during these designated times. If an emergency arises during class, the student must inform the teacher and obtain permission before leaving the classroom to use the restroom.

School Supplies: Backpacks, pens, pencils, etc, are not permitted to be brought by students. BCAS will provide all necessary supplies.

Searches: In the interest of promoting student safety and ensuring that schools are safe and drug-free, District officials may conduct searches at any time during the school day. Such searches are conducted without a warrant and as permitted by law. BCAS uses drug dogs and handheld wand metal detectors.

Services availability: Counseling services are available at the BCAS. While attending this setting, students will be encouraged and expected to engage in services to develop skills in the areas of character, communication, emotional regulation, coping, self-advocacy, resiliency, and healthy relationships. Students and families will be encouraged to engage in therapeutic services

provided by school-based and outside agencies. Services will be provided at no cost to the family. These services will include individual, group, and family counseling to support the student, identifying strengths and barriers to change.

Transportation:

- Car riders/walkers: When students are dismissed, they are to promptly exit campus.

- Student Drivers: Students placed at the alternative school are ineligible to drive their personal vehicles.

- Bus riders: Bus riders will be dismissed to the bus loop at the end of the school day. All students will ride the transfer bus to Baker County Middle School (BCMS). Upon arrival at BCMS, students will be released from the transfer bus and are expected to report directly to their assigned bus.

    - Students are not permitted to enter any BCMS buildings, congregate with other students, or leave the BCMS campus on foot. All school and bus rules remain in effect during transportation and while on the BCMS campus. Failure to follow expectations may result in disciplinary action.

Baker County Alternative School Contract

Behavior Expectations:

- I am responsible for following all directions of the teachers and staff at all times, without question, delay, or comment.
- I will display a positive attitude each day.
- I understand that all grades received at the Alternative School will be transferred back to my home school.
- I understand that my completion of work will determine my grades, as well as my participation in daily assignments given by my teachers.
- I understand that I will not be allowed to make telephone calls during school hours. If I become ill, a staff member will make the necessary call.
- I understand that cell phones and all other electronic devices will be taken upon arrival at school.
- I understand that each morning, my pockets will be checked, and that I will be scanned for any metal. Shoes may be required to be removed for inspection.
- I understand that backpacks, ink pens, markers, purses, food, drinks, and/or candy are not allowed to be brought on campus.
- The dress code will be strictly enforced every day.
- Students enrolled in the BCAS are prohibited from attending any school-sponsored extracurricular activities, such as sporting events, school dances, etc. Any student found in violation of this will be subject to disciplinary action.
- I understand that I am responsible for my behavior. I understand that violation of any of the rules set forth may result in expulsion from the Baker County School District for a period up to one year.

Violations include, but are not limited to:

- Using, possessing, distributing, or being under the influence of, or attempting to obtain controlled substances, alcohol, marijuana, narcotic drugs, stimulants, drug paraphernalia, vape devices, tobacco, or any other type of drugs.
- Fighting, physical abuse, assault and/or battery, or threats to students or staff.
- Disturbing the school and/or the classroom.
- Using profane, vulgar, or obscene words (directed or non-directed to another individual).
- Possession of a weapon of any kind, or anything which could be used as a weapon.
- Abusing another's property and/or school property.
- Showing disrespect toward staff.
- Stealing.
- The breaking of any rule(s) set forth by the Baker County School District.

I have read the Student Handbook and understand the rules and expectations. Major or repeated infractions will result in expulsion from the Baker County School District.

Student Name: _____

Student Signature: _____

Parent Signature: _____

Administrator Signature: _____Date:_____

AGENDA ITEM NO. 9.3

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the MOU with the Jacksonville Electrical JATC to Provide Job Preparatory and Pre-apprenticeship Programs at BCHS, Effective 6/12/2026 - 6/12/2031.

ATTACHMENTS:
07.20.2026 Approval of the MOU with Jacksonville Electrical JATC_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Career and Adult Education
418 South 8th Street
Macclenny, FL 32063
(904) 259-0403
www.bakerk12.org

Carrie Dopson, Director

June 17, 2026

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

Dear Superintendent Milton,

Please seek School Board approval for the attached Memorandum of Understanding (MOU) between the Baker County School Board and Jacksonville Electrical JATC. This agreement is established for the purpose of providing secondary students in grades 9-12 with the opportunity to participate in postsecondary job preparatory and pre-apprenticeship programs offered by Jacksonville Electrical JATC.

This agreement will remain in effect from June 12, 2026, through June 12, 2031. Should either party wish to amend this agreement, written notice must be provided to the other party, and any amendments must be mutually agreed upon.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning
CTE and Adult Education

CD/bd
Attachment

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF APPRENTICESHIP

PARTNERING SPONSORSHIP MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN

Jacksonville Electrical JATC

AND

Baker County High School

Effective Date: 6/12/26

Duration: this agreement shall remain in effect for a period of 5 years.

I. PURPOSE

This Partnering Memorandum of Understanding (MOU) is entered into by and between Baker County High School, hereinafter referred to as the "Preapprenticeship Program," and Jacksonville Electrical JATC, hereinafter referred to as the "Partnering RAPS," to outline the relationship and cooperation required under 6A-23.010, Florida Administrative Code (F.A.C.), for the operation of a preapprenticeship program directly linked to a Registered Apprenticeship Program Sponsor in the following **occupation or occupational grouping:**

Electrician.

II. AUTHORITY

This agreement is executed pursuant to Chapter **446, Florida Statutes**, and Chapter **6A-23, F.A.C.**, governing preapprenticeship and apprenticeship training in the State of Florida.

III. ROLES AND RESPONSIBILITIES

A. Preapprenticeship Program Sponsor

The Preapprenticeship Program Sponsor agrees to:

1. Provide training in competencies and skills aligned with the registered apprenticeship program;
2. Utilize curriculum and instructional methods consistent with industry standards and approved by the Florida Department of Education (Department);
3. Maintain training and attendance records and submit participant performance reports as required by the Department; and

4. Refer qualified completers to the Partnering RAPS for admission into the Registered Apprenticeship Program.

B. Partnering RAPS

The Partnering RAPS agrees to:

1. Collaborate and recommend changes to ensure training aligns with industry requirements and program standards to create career pathways into Registered Apprenticeship;
2. Designate a representative to participate in the Preapprenticeship Committee;
3. Give priority consideration to qualified preapprenticeship completers during the apprenticeship application process;
4. Award credit in the registered apprenticeship program to preapprenticeship completers based on competencies mastered and hours earned, as stipulated in section IV of this agreement and in conformance with the requirements established in the Standards of Apprenticeship in compliance with Rule 6A-23.004(2)(l), F.A.C.; and
5. Be actively training apprentices at the time of entering into this agreement and demonstrate a reasonable intent to continue training apprentices in order to provide ongoing training opportunities for preapprenticeship program completers. (In the event that the Partnering RAPS fails to provide training for 12 consecutive months, it becomes ineligible to continue as a partnering sponsor to the program or occupation.)

IV. TRANSITION TO APPRENTICESHIP AND GRANTING OF CREDIT

The Preapprenticeship Program is designed to prepare individuals for entry into a Registered Apprenticeship Program. Therefore, the parties agree that:

- Preapprenticeship completers of the preapprenticeship program will be eligible for the following credit, upon demonstration of skills learned and documented training records provided:
    - Related technical instruction **credit:** 160 (hours).
    - On-the-job training **credit:** 0 (hours) (if OJT training is included)

If the performance criteria meet the standards established by the Partnering RAPS, the preapprentice must be awarded the credit stipulated above and shall be advanced to the wage rate and related technical instruction level commensurate with the amount of credit awarded.

V. TERMINATION

This agreement may be terminated by either party upon 30 days' written notice. Both parties agree to minimize disruptions for active participants during any transition.

If the Partnering RAPS cancels this agreement, the program, the occupation or fails to provide training for 12 consecutive months, the preapprenticeship program shall ensure a suitable replacement. Preapprenticeship programs that fail to secure a new Partnering RAPS within 30 days of the cancellation of an existing Partnering RAPS, preapprenticeship program or occupation shall be cancelled in accordance with 6A-23.010(3)(h), F.A.

VI. ADDITIONAL TERMS

Parties may add additional terms to the MOU that do not conflict with state or federal law, including but not limited to Chapter 446, F.S., 29 C.F.R. Part 29, and Chapter 6A-23, F.A.C. Attach additional pages as necessary. Terms are outlined as follows:

VII. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this MOU as of the dates below:

Preapprenticeship Program Provider:

Baker County High School

_____ _____

Signature **Date**

Printed Name: _____

Title: _____

Registered Apprenticeship Program Sponsor:

Jacksonville Electrical JATC

_____ _____

Signature **Date**

Printed Name: _____

Title: _____

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   392 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

_____

Signature of Authorized Contractor Representative

_____

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name:_____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title:_____

Address:_____

City:_____State:_____ZIP:_____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title:_____

Date:_____

AGENDA ITEM NO. 9.4

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Instructional Materials / Textbook Adoption
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to Adopt 2026-2027 World Languages Instructional Materials / Textbooks. (Itemized List Included.)

ATTACHMENTS:
07.20.2026 Approval of the 26-27 World Languages Instructional Materials_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

June 30, 2026

Dear Superintendent Milton,

I am requesting approval for the adoption of the following 2026-2027 **World Languages** Instructional Materials:

School	Subject	Publisher	ISBN
BCHS	Spanish 1	McGraw Hill	**9781266170355**

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

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning

AGENDA ITEM NO. 9.5

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the Agreement with Imagine Learning for Virtual School Services.

ATTACHMENTS:
07.20.2026 Approval of the Agreement with Imagine Learning_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

June 30, 2026

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
392 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 Virtual School Services Agreement between the Baker County School Board and Imagine Learning.

Please do not hesitate to contact me with any questions that you may have about this agreement.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning
904-259-0408

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VIRTUAL SCHOOL SERVICES AGREEMENT

This Agreement for Services ("Agreement") is made and entered into by and between Imagine Learning LLC (hereafter "**PROVIDER**" or "**Imagine Learning**") having principal offices at 100 S. Mill Avenue, Suite 1700, Tempe, AZ 85281; and the Baker County School District (FL) (hereinafter "**CLIENT**"), having principal offices at 302 South Blvd East, Macclenny, Florida, 32063.

This Agreement supersedes and cancels any prior agreements and/or understandings between the parties concerning the subject matter. There are no provisions, representations, undertakings, agreements, or collateral agreements between the parties other than as set forth in this Agreement.

The parties by their authorized representatives have entered into this Agreement as of the July 1, 2026 (the "Effective Date").

CLIENT and PROVIDER agree to the Description of Work contained in Attachment A (Description of Work); Attachment B (Payment Terms and Conditions); Attachment C (Detailed Curriculum Plan) and Attachment D (Standard Terms and Conditions).

This contract shall be effective upon the date upon which it is signed by both the CLIENT and the PROVIDER, whichever is later.

TERM

This Agreement shall be effective on the Effective Date for a period of one (1) year and shall be terminable in accordance with the requirements herein, with the option of one-year renewal after written acceptance and approval from both parties.

Imagine Learning provides both state and nationally aligned courses and is also a state of Florida approved Virtual Instruction Provider ("**VIRTUAL INSTRUCTION PROVIDER**"). Through this VIRUTAL SCHOOL SERVICES AGREEMENT, Imagine Learning offers the CLIENT, the platform, support and flexibility to provide a wide selection of course offerings for students. This VIRTUAL SCHOOL SERVICES AGREEMENT is offered for use with both the CLIENT's teachers ("Partner Teachers") and/or the PROVIDER's teachers ("Edgenuity Teachers").

IN WITNESS WHEREOF, the Parties have entered into this Agreement effective as of the Effective Date.

BAKER COUNTY SCHOOL DISTRICT (FL)	**IMAGINE LEARNING LLC**
Signature:	Signature: Signed by: 92AF58E8509E47B...
Printed Name:	Printed Name: Leslie Curtis
Title:	Title: EVP, Chief Administrative Officer
Date:	Date: June 30, 2026
Address:	Address: 100 S. Mill Avenue, Ste. 1700, Tempe, AZ 85281

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ATTACHMENT A

Description of Work

As more fully set forth in Attachment B, the PROVIDER is to assist in the operation of a K-12 virtual school that provides a free-to-students, 180-day, or more, online instructional program to eligible students during the 2026-2027 school year. The PROVIDER is to provide each school/district and its staff with the necessary platform, online courses, and support for successful operation of their virtual school. If, and when any instructional staff is provided by PROVIDER, for the delivery of online courses, instructional staff must be highly qualified as identified by ESSA standards and hold a valid Florida teaching certificates under provisions of Chapter 1012, Florida Statutes. The PROVIDER will ensure all employees and contracted personnel undergo background screening as required by F.S.1012.32, Florida Statutes, using state and national criminal history records and will provide a list of instructional employees to the CLIENT for verification of compliance according to the PROVIDER's standard procedures. If additional background checks are required by CLIENT, CLIENT will so state in writing to PROVIDER. PROVIDER will provide information as requested by Client Liaison regarding monitoring. All curriculum and course content used will align to the Florida Standards. The PROVIDER agrees to comply with any student progression plan, student calendar and other standard policies to support a virtual program in compliance with applicable Florida Statutes except as described in the Virtual Instruction Provider's Standard Terms and Conditions incorporated herein. As required in F.S.1002.45, a detailed curriculum plan (available online courses) is provided in Attachment C. The PROVIDER will establish a standard schedule for providing data for required state reporting that enables timely submission to the Department of Education. Using the data provided to PROVIDER by CLIENT, PROVIDER will use commercially reasonable efforts to provide timely, accurate and complete education data. While the education data is under the control of the PROVIDER, PROVIDER will use commercially reasonable security measures and controls as required by FERPA. Further roles of the Client shall include:

1. Manage the enrollment process, including communications with students and parents, regarding the enrollment process.

2. Notify, communicate, and/or provide, support services consistent with the legal requirements for students with special needs. These special needs could be seen in an IEP, including a 504, be an English Language Learner (ELL) or others as mutually identified.

3. Client (i) must keep its passwords secure and confidential; (ii) is solely responsible for its Data and all activity in its account in the Service; (iii) must use commercially reasonable efforts to prevent unauthorized access to its account and notify Provider promptly of any such unauthorized access; and (iv) may use the Service only in accordance with the Service's written technical guides and applicable law. Client may allow authorized third parties to access the Service in compliance with the terms of this Agreement, so long as the access is for the sole benefit of Client. Client is responsible for compliance by such Client authorized third parties with this Agreement.

4. Accept standard publications of the PROVIDER for all compliance and documentation purposes (i.e., program guide for information and data about the curriculum, student handbook

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for school policies and procedures and hours of personnel availability, state reporting for certification status and physical location of personnel, monthly school report for student -teacher ratios , teacher load limit s, state data submissions and state report cards for completion, promotion, and other accountability outcomes).

5. Provide the PROVIDER with student data so the provider can meet Florida Department of Education reporting requirements to include gender, grade, ethnicity, ELL status, special education, FSA, ELA and math assessment results, EOC data, and graduation data or other data as requested.

6. Pay the VIRTUAL INSTRUCTION PROVIDER in accordance with Attachment B.

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ATTACHMENT B

PAYMENT TERMS and CONDITIONS

I. PROVIDER shall provide the Curriculum and/or Instructional Services identified in the Payment Terms and Conditions pricing table (the "Deliverables").

II. PROVIDER will commit its teachers to a student-teacher ratio which is one teacher per 50 students for grades K-5, one teacher per 65 students for grades 6 - 8 and one teacher per 200 students for grades 9 -12.

III. The PROVIDER further warrants that as to each Deliverable produced pursuant to this Contract, PROVIDER's production of the Deliverable and the CLIENT'S use of the Deliverable, will not infringe on the copyrights of any third party. This provision applies to each work of authorship in which copyrights subsist pursuant to 17 U.S.C. Section 102-105 and to each exclusive right established in 17 U.S.C. Section 106. In furtherance of this provision, the PROVIDER warrants that:

a. As to each work of software or other "information technology" as identified in s. 282.0041(20), Florida Statutes, in which copyrights subsist, the PROVIDER has acquired the rights by conveyance or license to any third-party software or other information technology, which was used to produce the Deliverables.

b. As to each image and sound recording incorporated into a Deliverable, the PROVIDER has acquired the necessary rights, releases and waivers from the person whose image or sound is included, or form the holder of the copyrights subsisting in the literary, musical, dramatic, pantomime, choreographic, pictorial, graphic, sculptural, motion pictures, audio-visual, work or sound recording from which the included image or sound was taken.

IV. If there is a modification to the rules and regulations approved by the Florida Board of Education in contradiction to the terms outlined in this contract, the Parties will amend the contract as necessary to bring the contract into accord with the rules and regulations so long as such change does not materially change the Deliverables as currently defined.

V. PROVIDER will implement, maintain, and use appropriate administrative, technical, or physical security measures to the full extent required by Title 20, Section 1232g, United State Code, The Family Educational Right and Privacy Act (FERPA), in order to maintain the confidentiality of student/education records.

VI. PROVIDER has filed for or is the owner of various trademarks and logos. The CLIENT will be granted the use of such logos and trademarks in connection with its virtual school offering but

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use of such trademark and logos shall be used only in connection with those serv ices provided under this contract.

VII. PROVIDER will maintain and keep in force Worker's Compensation, Liability and Property Damage Insurance to protect it from claims under worker's compensation claims for personal injury, including death, and claims for damages to any property of the CLIENT, or of the public, which may arise from operations under this Agreement, whether such operations be by PROVIDER, or by any subcontractor or anyone directly or indirectly employed by PROVIDER.

VIII. In no event will the CLIENT or CLIENT's members, CLIENT officers, employees, or agents be responsible or liable for the debts, acts or omissions of the PROVIDER, its officers, employees, or agents. This does not excuse the CLIENT from paying any obligations incurred resulting from this contract, or from the payment of any debts incurred under this contract for lawful termination.

IX. **Method for Conflict Resolution** - Any dispute concerning performance of the contract shall be decided by the CLIENT's designated contract manger, who shall reduce the decision to writing and serve a copy to the PROVIDER. The decision shall be CLIENT's final decision unless within ten (10) days from the date of receipt, the PROVIDER files a petition with the CLIENT for administrative hearing pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to the PROVIDER' s ability to pursue any other form of dispute resolution; provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.

X. After exhaustion of administrative remedies or for any claim not cognizable under Chapter 120, Florida Statutes, the exclusive venue of any legal or equitable action that arises out of or relates to the Agreement shall be the appropriate state or federal court with jurisdiction over Baker County, Florida; in any such action, Florida law shall apply, and the parties waive any right to jury trial.

XI. **TERMINATION** - This contract may only be terminated before its expiration as follows: a) both Parties agree in writing to the termination; orb) if either Party materially breaches the contract, and fail to cure such breach within ninety (90) days following written notification of such breach from the other Party, the non-breaching Party may elect to terminate.

XII. **DEBT RESPONSIBILITY** - As required by Florida Statute, the Virtual Instruction Program is responsible for all debts for CLIENT's virtual instruction program that arise out of the VIRTUAL INSTRUCTION PROVIDER's performance of this contract if the contract is not renewed or is terminated. This does not excuse the CLIENT from paying any obligations incurred resulting from

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this contract, or from the payment of any debts incurred under this contract for lawful termination.

XIII. PROVIDER is required to comply with all requirements of Section 1002.45, Florida Statutes and will comply with disclosure requirement s adopted in rule by the Florida Board of Education.

XIV. PUBLIC RECORD - CLIENT agrees that all Imagine Learning Confidential Information, as defined below, is a trade secret, as defined in Section 812.081, Fla. Stat., and is therefore exempt from disclosure as public records under Chapter 119, Florida Statutes. CLIENT agrees to take all commercially- reasonable steps necessary to prevent unauthorized disclosure of Imagine Learning's Confidential Information and Confidential Materials, as defined below. Such steps shall include without limitation, CLIENT'S agreement to promptly notify Imagine Learning of any public records request that, if fulfilled, would result in disclosure of any of Imagine Learning's Confidential Information. CLIENT'S notification will occur before releasing such Confidential Information and in sufficient time to allow forum, or tribunal. Imagine Learning will be solely responsible for the legal defense and cost of asserting the exemption(s) in any proceeding in which the exemption(s) is contested. CLIENT agrees that Imagine Learning has taken all necessary measures to prevent disclosure to unauthorized persons of Imagine Learning's Confidential Information in CLIENT'S possession and that no further warning or labeling is necessary.

"Confidential Information " means any information relative to Imagine Learning, its business, or its operations, that is clearly marked "confidential" or "proprietary", or that ought to be treated as confidential under the circumstances surrounding the disclosure, provided that Confidential Information shall not include information that: (i) at the time of disclosure, or thereafter, becomes publicly known through means other than a party's breach of this Agreement; (ii) was known to the CLIENT as of the time of its disclosure without any obligation of confidentiality, the proof of such knowledge to be the burden of the CLIENT; (iii) was independently developed by the CLIENT without the use of any of the Imagine Learning' s Confidential Information; (iv) was subsequently learned from a third party not under a confidentiality obligation to Imagine Learning or any other party; or (v) is public record pursuant to applicable state law. "Confidential Materials" means all tangible materials containing Confidential Information, including written or printed documents and computer disks or tapes, whether machine or use readable. Imagine Learning's Confidential Information includes the contents of any Imagine Learning Licensed Content, the Software, the Documentation, the Deliverables, Copyright Materials, and other Trade Secret Materials.

XV. JESSICA LUNSFORD ACT - Imagine Learning and its employees are contractors as defined in Sections 1012.467(1)(a), Fla. Stat., and 1012.468(1), Fla. Stat. Imagine Learning and its employees will comply with Sections 1012.465, Fla. Stat., and 1012.467, Fla. Stat., in accordance with Section XVIII of this Agreement.

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XVI. SOVEREIGN IMMUNITY - The parties acknowledge and agree that Client is an agency of the State of Florida for purposes of sovereign immunity and immune from suit except to the extent such immunity has been waived by the state.

XVII. EQUAL OPPORTUNITY - Imagine Learning shall comply with all federal and state laws prohibiting discrimination, including the Florida Civil Rights Act of 1992 and the Florida Educational Equity Act. CLIENT acknowledges that CLIENT and not Imagine Learning decide which students are allowed use of Imagine Learning's Licensed Content.

XVIII. FLORIDA ETHICS LAWS - Imagine Learning will comply with all applicable provisions contained in Chapter 112, F.S. None of CLIENT'S employees or board members has a material interest (as defined in Section 11 2.312(15), Fla. Stat.) in Imagine Learning.

XIX. SALES TAX EXEMPTION - Except to the extent CLIENT provides Imagine Learning with a valid Form DR-14, Consumer's Certificate of Exemption pursuant to Section 212.08, Fla. Stat., Imagine Learning will invoice CLIENT for and CLIENT agrees to promptly pay any sales tax levied by the State of Florida in connection with this Agreement.

XX. FIREARMS - Imagine Learning's employees will not bring a firearm or prohibited weapon onto CLIENT'S property.

XXI. AUDIT - Client may audit Imagine Learning under this Agreement for compliance matters upon reasonable written notice to Imagine Learning. Any such audit will be conducted under normal business hours and days of operation.

XXII. PUBLIC AGENCY CONTRACTS - To the extent that Imagine Learning meets the definition of "contractor" under Section 119.0701 under Florida Statutes, in addition to other contract requirements provided by law, Imagine Learning must comply with public record laws, including the following provisions of Section 119 .0701. Florida Statutes:

a. Keep and maintain public records required by the School Board to perform the service.

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.

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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.

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of Imagine Learning or keep and maintain public records required by the School Board to perform the service. If Imagine Learning transfers all public records to the School Board upon completion of the contract. Imagine Learning shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Imagine Learning keeps and maintains public records upon completion of the contract. Imagine Learning shall meet all applicable requirement s for retaining public records. All records stored electronically must be provided to the School Board upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

e. **IF IMAGINE LEARNING HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTACT FOR THE SCHOOL BOARD'S CUSTODIAN OF PUBLIC RECORDS:**

NAME:	Carrie Dopson
PHONE:	386.647.4291
EMAIL:	carrie.dopson@bakerk12.org
ADDRESS:	302 South Blvd East, Macclenny, Florida, 32063

f. Imagine Learning acknowledges that the School Board cannot and will not provide legal advice or business advice to Imagine Learning with respect to its obligations pursuant to this section related to public records. Imagine Learning further acknowledges that it will not rely on the School Board or its counsel to provide such business or legal advice and that it has been advised to seek professional advice regarding public records matters addressed by this agreement. Imagine Learning acknowledges that its failure to comply with Florida law and this agreement with respect to public records shall constitute a material breach of this agreement.

XXIII. E-VERIFY REQUIREMENTS. Effective January 1, 2021 public and private employers, contractors and subcontractors must require registration with, and use of the U. S. Department of Homeland Security E-Verify System, https://e-verify.uscis,gov/emp, in order to verify the work authorization status of all newly hired employees. By entering into this Agreement, the Provider becomes obligated to comply with the provisions of §448.095, Florida Statutes, "Employment Eligibility," as amended from time to time. This includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit to Provider attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Provider agrees to maintain a copy of such affidavit for the duration of this Agreement and shall provide a copy to School Board upon

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request. Failure to comply with this paragraph shall constitute a default and material breach of this Agreement by Provider and will result in the termination of this Agreement as provided in §448.095, Florida Statutes, as amended, and Provider may not be awarded a public contract for at least one (1) year after the date on which the Agreement was terminated. Provider will also be liable for any additional costs to School Board incurred as a result of the termination of this Agreement in accordance with this section.

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ATTACHMENT B (CONT.)
PAYMENT TERMS and CONDITIONS

COURSE PRICING		
COURSE	***DESCRIPTION***	***COURSE FEE***
K-5	Semester course and hosting	$65
6-12 (Tier 1)	Semester course and hosting	$45
6-12 (Tier II)	Semester course and hosting	$85
AP (Advanced Placement	Semester course and hosting	$125

COURSES WITH IMAGINE LEARNING TEACHERS		
COURSE	***DESCRIPTION***	***COST***
K-5	Semester course, hosting and instruction	$300
6-12 (Tier 1)	Semester course, hosting and instruction	$250
6-12 (Tier II)	Semester course, hosting and instruction	$250
AP (Advanced Placement**	Semester course, hosting and instruction	$325

**Semester workbooks may be ordered for $25 each per subject, per semester course.*
***AP books will be sent to the student after they reach the required completion threshold. When available, books are sent in digital format.*
****Instructional Services Professional Development quoted and sold separately.*

Grace Period: K-5 = 14 Days, 6-12 = 28 Days

Partner enrollments marked “Drop-Grace” within the grace period will not be charged. Partner enrollments past the grace period will be charged in full. Enrollments with Imagine Learning Instructional Services marked “Drop-Grace” within the grace period will not be charged. Enrollments with Imagine Learning Instructional Services after the grace period (other than "successfully completed" enrollments) shall be charged the course fee.

Billing Roster and Invoice

Imagine Learning will send the billing roster to district administrators twice each year, typically coinciding with the end of each semester. These billing rosters will reflect charges for both successful completions and any course fees. The district administration has seven (7) days after receiving the billing roster for any edit request or to approve the billing roster.

PRICING		
OTHER SERVICES		
I/S Professional Development Webinar	Webinar (2 Hours) & Onsite (Full Day)	$750 / $3,000
ESE Resource Specialist	Per Semester - up to 15 students	$2,500
Intellisync	Full-time Teacher – One Subject / 150 students	$50,000
Small Group Targeted Intervention	One Group 1x/Week – 2x/Week	1x = $1,825 2x = $3,425

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ATTACHMENT C

CURRICULUM PLAN

The following courses are courses that the State of Florida has approved for Imagine Learning to teach with our teachers. Other courses may be taught with local teachers and can be found by visiting the Imagine Learning website. Both lists are subject to change from time to time.

ENGLISH LANGUAGE ARTS (6-12)
1000010 – M/J Intensive Reading 1
1001010 – M/J Language Arts 1
1001020 – M/J Language Arts 1 Advanced
1001040 – M/J Language Arts 2
1001050 – M/J Language Arts 2 Advanced
1001070 – M/J Language Arts 3
1001080 – M/J Language Arts 3 Advanced
1001310 – English 1
1001315 – English 1 for Credit Recovery
1001320 – English Honors 1
1001340 – English 2
1001345 – English 2 for Credit Recovery
1001350 – English Honors 2
1001370 – English 3
1001375 – English 3 for Credit Recovery
1001380 – English Honors 3
1001400 – English 4
1001402 – English 4 for Credit Recovery
1001405 – English 4: Florida College Prep
1001410 – English 4 Honors
*1005340 - Classical Literature**
1001420 – AP English Language & Composition
1001430 – AP English Literature & Composition

Italicized Courses are Tier II Courses

*Indicates semester courses

Courses with no * are available for semester A and B

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ATTACHMENT C

CURRICULUM PLAN (cont.)

Math (6-12)
1205010 – M/J Grade 6 Mathematics
1205020 – M/J Accelerated Mathematics Grade 6
1205040 – M/J Grade 7 Mathematics
1205050 – M/J Accelerated Mathematics Grade 7
1205070 – M/J Grade 8 Pre-Algebra
1204000 – M/J Foundational Skills in Mathematics 6–8
1200310 – Algebra 1
1200315 – Algebra 1 for Credit Recovery
1200320 – Algebra 1 Honors
1200380 – Algebra 1-B
1200385 – Algebra 1-B for Credit Recovery
1206310 – Geometry
1206315 – Geometry for Credit Recovery
1206320 – Geometry Honors
1200370 – Algebra 1-A
1200375 – Algebra 1-A for Credit Recovery
1200384 - Mathematics for Data Entry and Financial Literacy ***Edge Ex***
1200710 – Mathematics for College Algebra
1200330 – Algebra 2
1200340 – Algebra 2 Honors
1202340 – Precalculus Honors
1210300 – Probability & Statistics Honors
1210305 – Mathematics for College Statistics
1202310 – AP Calculus AB
1210320 – AP Statistics

Italicized Courses are Tier II Courses

*Indicates semester courses

Courses with no * are available for semester A and B

EDGE EX is available in Edge Ex only

ATTACHMENT C

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CURRICULUM PLAN (cont.)

Science (6-12)
2000010 – M/J Life Science
2001010 – M/J Earth/Space Science
2003010 – M/J Physical Science
2002040 – M/J Comprehensive Science 1
2002050 – M/J Comprehensive Science 1 Advanced
2002070 – M/J Comprehensive Science 2
2002080 – M/J Comprehensive Science 2 Advanced
2002100 – M/J Comprehensive Science 3
2002110 – M/J Comprehensive Science 3 Advanced
2000310 – Biology 1
2000315 – Biology 1 for Credit Recovery
2000320 – Biology 1 Honors
2001310 – Earth/Space Science
2001320 – Earth/Space Science Honors
2001340 – Environmental Science
2002400 – Integrated Science 1
2002420 – Integrated Science 2
2002440 – Integrated Science 3
2003310 – Physical Science
2003320 – Physical Science Honors
2003340 – Chemistry 1
2003345 – Chemistry 1 for Credit Recovery
2003350 – Chemistry 1 Honors
2003380 – Physics 1
2003390 – Physics 1 Honors
2002500 - Marine Science 1
2001380 – AP Environmental Science
8106810 - Agriscience Foundations- I

Italicized Courses are Tier II Courses

*Indicates semester courses

Courses with no * are available for semester A and B

ATTACHMENT C

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CURRICULUM PLAN (cont.)

Social Studies (6-12)
2109010 – M/J World History
2109020 – M/J World History Advanced
2106010 – M/J Civics
2106020 – M/J Civics Advanced
2100010 – M/J United States History
2100020 – M/J United States History Advanced
2106310 – United States Government*
2106315 – United States Government for Credit Recovery*
2106320 – United States Government Honors*
2106420 – AP United States Government and Politics*
2100310 – United States History
2100315 – United States History for Credit Recovery
2100320 – United States History Honors
2100330 – AP United States History
2102310 – Economics*
2102320 – Economics Honors*
2102315 – Economics for Credit Recovery*
2102300 - Economics with Personal Finance
2102305 - Economics with Personal Finance (Honors)
2102306 – Economics and Personal Finance for Credit Recovery
2109310 – World History
2109315 – World History for Credit Recovery
2109320 – World History Honors
2109420 – AP World History: Modern

Italicized Courses are Tier II Courses

*Indicates semester courses

Courses with no * are available for semester A and B

ATTACHMENT C

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CURRICULUM PLAN (cont.)

World Languages (6-12)
0708000 – M/J Spanish, Beginning
0708010 – M/J Spanish, Intermediate
0702320 - German 1
0702330 - German 2
0706300 - Latin 1
0706310 - Latin 2
0708340 – Spanish 1
0708350 – Spanish 2
0708360 – Spanish 3 Honors
0701320 – French 1
0701330 – French 2
0717300 – American Sign Language 1
0717310 – American Sign Language 2
0717312 – American Sign Language 3 Honors

Italicized Courses are Tier II Courses

*Indicates semester courses

Courses with no * are available for semester A and B

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ATTACHMENT C
CURRICULUM PLAN (cont.)

OTHER 6-8 COURSES
Physical Education
1508000 – M/J Fitness – Grade 6*
1508060 – M/J Comprehensive Physical Education Grade 6/7*
1508070 – M/J Comprehensive Physical Education Grade 7/8*
Computer Science
0200020 - M/J Computer Science Discoveries 2
9009200 - Coding Fundamentals
Career & Technical
8000400 – Orientation to Career Clusters*
8400310 - Exploration of Health Science Professions ***(COMING SOON)***
8600070 - Exploration of Robotics Technology*
Electives
1700060 – M/J Career Research and Decision Making*
0102040 - M/J Creative Photography 1
1301090 – M/J Exploring Music 1

Italicized Courses are Tier II Courses

*Indicates semester courses

Courses with no * are available for semester A and B

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CURRICULUM PLAN (cont.)

OTHER 9-12 COURSES
PERSONAL FINANCIAL LITERACY
2102371 - Personal Finance and Money Management*
2102375 - Personal Finance and Money Management for Credit Recovery*
2102373 - Personal Finance and Money Management (Honors)*
8500120 - Personal Financial Literacy*
FINE OR PERFORMING ARTS
0108310 – Creative Photography 1
0100310 – Introduction to Art History*
0100320 – Art in World Cultures*
1300340 - Music of the World
PHYSICAL EDUCATION
1501300 – Personal Fitness*
1501310 – Fitness Lifestyle Design*
3026010 – HOPE - Physical Education (Core)
COMPUTER SCIENCE
9001330 - Cybersecurity Essentials
CAREER & TECHNICAL
8207310 – Digital Information Technology
8417110 – Health Science Foundations
*8500300 – Parenting Skills**
*8500355 – Nutrition and Wellness**
8502000 - Life Management Skills*
8800510 – Culinary Arts 1
8200301 - Crime Scene Technology 1

Italicized Courses are Tier II Courses

*Indicates semester courses

Courses with no * are available for semester A and B

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ATTACHMENT C
CURRICULUM PLAN (cont.)

OTHER 9-12 COURSES
ADVANCED PLACEMENT ELECTIVES
2103400 – AP Human Geography
2107350 – AP Psychology
GENERAL ELECTIVES
1900300 – Driver Education/Traffic Safety - Classroom*
0800300 – Health 1: Life Management Skills*
1006300 – Journalism 1
1006375 – Social Media 1 *
1400300 - Peer Counseling 1 *
1700370 – Critical Thinking and Study Skills*
1700380 – Career Research and Decision Making (9–12)*
1000412 – Intensive Reading 1
1009370 – Writing for College Success*
1200400 – Foundational Skills in Mathematics 9–12
2106350 – Law Studies *
2107300 – Psychology 1 *
2107310 – Psychology 2 *
*2108300 – Sociology**
2103300 – World Cultural Geography

Italicized Courses are Tier II Courses

*Indicates semester courses

Courses with no * are available for semester A and B

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ATTACHMENT C
CURRICULUM PLAN (cont.)

ELEMENTARY (K-5)

Grade	Language Arts	Science	Mathematics	Social Studies
K	5010041	5020010	5012020	5021020
1	5010042	5020020	5012030	5021030
2	5010043	5020030	5012040	5021040
3	5010044	5020040	5012050	5021050
4	5010045	5020050	5012060	5021060
5	5010046	5020060	5012070	5021070

Grade	Health	Physical Education	Art
K	5008020	5015020	Arts & Crafts, K-2
1	5008030	5015030	Art Level 1
2	5008040	5015040	Art Level 2
3	5008050	5015050	Art Level 3
4	5008060	5015060	Art Level 4
5	5008070	5015070	

Other K-5 Courses
Music Recorder Level 1
Keyboarding
Scratch Coding

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IMAGINE LEARNING LLC

TERMS AND CONDITIONS OF COMPANY SERVICES

This "Agreement" (i.e., these Terms and Conditions and the Price Quote for Services into which these Terms and Conditions are incorporated) is made and entered into as of the date of last signature below ("Effective Date") between Imagine Learning LLC, its affiliates and subsidiaries ("Company") and Customer. In consideration of the mutual promises contained herein, the parties hereby agree to the following:

1.1 "**Access Protocols**" means the passwords, access codes, technical specifications, connectivity standards or protocols, or other relevant procedures, as may be necessary to allow Customer to access the Services.

1.2 "**Authorized User**" means any third party who is authorized by Customer to access the Services pursuant to Customer's rights under this Agreement, including any instructors, administrators, other employees, contractors, students authorized by Customer, parents, family members, or other adults associated with a student or parents authorized by Customer.

1.3 "**Confidential Information**" means all non-public, proprietary or confidential information relating to a "Disclosing Party" that is disclosed or otherwise supplied in confidence to the "Receiving Party" under this Agreement. Company's Confidential Information includes (without limitation) the Services, its user interface design and layout, and pricing information. Confidential Information does not include any aggregated data or De-Identified Data covered by Section 9.4, or any other information that the Receiving Party can establish: (a) was known to the Receiving Party prior to receiving the same from the Disclosing Party, free of any restrictions; (b) is independently developed by the Receiving Party without reference to the Disclosing Party's Confidential Information; (c) is acquired by the Receiving Party from another source without restriction as to use or disclosure; or (d) is or becomes part of the public domain through no fault or action of the Receiving Party.

1.4 "**Confidential Student Information**" means information that personally identifies a student who is enrolled or was previously enrolled at the Customer's institution. This term includes the student's name, the name of the student's parents or family members, the student's (or student's family's) address, telephone number, email address, date of birth, place of birth, mother's maiden name, grades, financial information, social security number (or other governmental identification number), biometric information, and other information that alone or in combination would reasonably allow a person or entity to identify the student with reasonable certainty. Confidential Student Information does not include any information regarding persons who do not enroll at the Customer's institution.

1.5 "**Customer**" means the school or district who is identified in the signature block below or the applicable Price Quote for Services.

1.6 "**Customer Content**" means any content and information submitted via or in connection with the Services by or on behalf of Customer, an Authorized User, or any other end user of the Services. Customer Content includes student information and records which remain the property of the Customer.

1.7 "**De-Identified Data**" means any data, including data derived from Confidential Information (and Confidential Student Information) that has had all direct and indirect personal identifiers removed. This includes the removal of any names, identification numbers, dates of birth, address, email address, and telephone number. De-Identified Data does not include any data that alone or in combination would reasonably allow a person or entity to identify a student with reasonable certainty.

1.8 "**Documentation**" means the technical materials provided by Company to Customer in hard copy or electronic form describing the use and operation of the Services.

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1.9 "**Instructional Services**" means services provided by Company, including student access to teachers and coaches, the development and implementation of policies and procedures for purposes of improving student outcomes, and other services as stated in the applicable Price Quote for Services. Instructional Services are also subject to the additional terms contained in the attached Addendum.

1.10 "**Price Quote for Services"** or "**Quote**" means the order form signed by Customer which references these Terms and Conditions and details the services to be provided to the Customer under this Agreement.

1.11 "**Products**" means durable, physical or consumable materials such as student or teacher workbooks, textbooks, physical kits or other items provided to correspond with Company courseware, audio, video and other content curriculum, and/or Documentation and software.

1.12 "**Professional Development**" **or "Professional Learning"** means the instructional training, consulting and coaching for all licensed products and services provided by the Company as described in the applicable Price Quote for Services. Professional Development/Professional Learning services are subject to the additional terms contained in the attached Addendum.

1.13 **Services**" means the services ordered by Customer through the Price Quote for Services and includes the products and services which may include Company courseware, audio, video and other content curriculum, and/or Documentation and software including applets and animations. Services may include Professional Development and/or Instructional Services. Customers' access to any Professional Development or Instructional Services will expire at the end of the Term set forth in the applicable Quote or if the Service is terminated for any reason.

1.14 "**Supported Environment"** means the minimum hardware, software, and connectivity configuration specified from time to time by Company as required for use of the Services. The current requirements (if any) are described in the technical requirements which may be found on Company's website.

2. PROVISION OF PRODUCTS & SERVICES

2.1 **Access.** Subject to Customer's payment of the fees outlined in the Price Quote for Services and compliance with the terms of this Agreement, Company will provide Customer with access to the Products and Services. Promptly following the Effective Date, Company shall provide to Customer the necessary security protocols and policies, network links or connections and Access Protocols to allow Customer and its Authorized Users to access the Services in accordance with the Price Quote for Services (or this Agreement).

2.2 **Return Policy.** Unless otherwise specified on the Quote, physical Products will be shipped FOB origin in the US and are deemed accepted by Customer upon receipt. Upon acceptance of such Products, orders are non-refundable, non-returnable, and non-exchangeable, except in the case of defective or missing materials reported to the Company by Customer within thirty (30) days of receipt. Customer must obtain written authorization from Company for the return. Customer may not return Products without Company's written authorization. For clarity, science lab kits may not be returned.

2.3 **Support Services**. Company will provide Customer with the support services described at http://help.imaginelearning.com/hc/en-us.

2.4 **Hosting.** Company shall, at its own expense, provide for the hosting of the Services, provided that nothing herein shall be construed to require Company to provide for, or bear any responsibility with respect to any telecommunications or computer network hardware required by Customer, any Authorized User or any other user to provide access from the Internet to the Services.

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3. INTELLECTUAL PROPERTY

3.1 License Grant. Subject to the terms and conditions of this Agreement, Company grants to Customer a non-exclusive, non-sublicensable, non-transferable license during the Term, solely for Customer's internal educational and training purposes and in accordance with this Agreement. This Agreement permits only Customer and Customer's Authorized Users to access and use the Services detailed on the Price Quote for Services in accordance with the Documentation. Licenses are available to access Services throughout the Term by Authorized Users not to exceed specific quantities stated on Price Quote for Services. License and Service types are listed below. Only those License and Service types listed on the Price Quote for Services are applicable to this Agreement.

a) **Concurrent License** - provides access to Services throughout the Term by all Authorized Users based on the number of simultaneous licenses purchased. Total number of users accessing product simultaneously cannot exceed total quantity of licenses purchased.

b) **Reusable License** - provides access to Services throughout the Term by all Authorized Users based on the number of semester course enrollments purchased. Once a course enrollment is disabled or completed, the enrollment license can be reused for that student or another student throughout the contract period.

c) **Single User** - available to a single user identified by name and designated as the sole student user of the specific license throughout the Term. Licenses cannot be transferred to another user.

d) **Site License** - provides access to Services throughout the Term by all Authorized Users located at the specific physical site identified on the Price Quote. Must be a traditional brick and mortar educational institution that provides educational services to students at a common physical location. Not available for virtual schools.

e) **Virtual School** - Customer that is (a) a private school where students do not regularly meet physically for learning but where there is a teacher of record available to students enrolled at the institution and much of the learning takes place over the internet with regular assistance or guidance from the teacher of record or (b) a private tutoring provider that makes available personal attention to each student enrolled in a program by faculty or tutoring provider and such services are the primary purpose of enrollment by students; or (c) a public program implemented by a school district where students do not regularly meet physically for learning but where there is a teacher of record available to students enrolled at the institution and much of the learning takes place over the Internet with regular assistance or guidance from the teacher of record; and (d) with respect to (a), (b), and (c), a Virtual School is not a school that sells licenses or access to educational software on a standalone basis or sells licenses or access to educational software to students not actively enrolled in and participating in learning services provided by the private school or tutoring provider.

3.2 Restrictions. Customer agrees that it will not, nor will Customer cause or permit any Authorized User or other party to: (a) allow any third party to access the Services or Documentation, except as expressly allowed herein; (b) modify, adapt, alter or translate the Services or Documentation; (c) sublicense, lease, rent, sell, resell, loan, distribute, transfer or otherwise allow the use of the Services or Documentation for the benefit of any third party; (d) reverse engineer, decompile, disassemble, or otherwise derive or determine or attempt to derive or determine the source code (or the underlying ideas, algorithms, structure or organization) of the Services, except as permitted by law; (e) create derivative works based on the Services or Documentation; (f) use the Services to store or transmit infringing, unsolicited marketing emails, libelous, or otherwise objectionable, unlawful or tortious material, or to store or transmit material in violation of third-party rights; (g) interfere with or disrupt the integrity or performance of the Services; or (g) access the Services to build a competitive service or product, or copy any feature, function or graphic for competitive purposes.

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3.3 Ownership. Except for the licenses granted by Company under this Agreement, as between Company and Customer, Company owns all right, title and interest (including, but not limited to, all copyright, patent, trademark and trade secret rights) in and to the Services and Documentation.

3.4 Open Source Software. Certain items of software used in the Services are subject to "open source" or "free software" licenses (**"**Open Source Software**"**). Some of the Open Source Software is owned by third parties. The Open Source Software is not subject to the terms and conditions of Sections 3.1, 3.2, or 10. Instead, each item of Open Source Software is licensed under the terms of the end-user license that accompanies such Open Source Software. Nothing in this Agreement limits Customer's rights under, or grants Customer rights that supersede, the terms and conditions of any applicable end user license for the Open Source Software. If and to the extent required by any license for particular Open Source Software, Company makes such Open Source Software and Company modifications to that Open Source Software, available by written request at the notice address specified on the Price Quote for Services.

4. FEES. Company shall invoice Customer for fees on the schedule set forth on the Price Quote for Services ("Fees") and the amounts set forth in such invoices shall be due from Customer net thirty (30) days of receipt. Non-payment or late payment of undisputed fees is a material breach of this Agreement. Company may terminate the Agreement and/or terminate or suspend Customer's access to Services within ten (10) days after Customer receipt of a notice of non-payment of amounts owed under that Price Quote for Services. Company may change the amount of the Fees for any upcoming Renewal Term, provided that Company provides Customer with written notice of such change at least sixty (60) days prior to the first day of such Renewal Term. All taxes and other governmental charges (except for income taxes), if any, imposed on Customer payments hereunder shall be deemed to be in addition to the Fees charged, and borne solely by Customer except to the extent that Customer provides Company with a valid tax exemption certificate authorized by the appropriate taxing authority.

5. FUNDING-OUT CLAUSE. If Customer is a governmental entity receiving federal, state or local funds, Customer's payment obligation may be conditioned upon the availability of funds that are appropriated or allocated by the applicable government agency. If funds are not allocated, Customer may terminate this Agreement at the end of the period for which funds are available. Customer must notify Company in writing at least thirty (30) calendar days before termination. Upon termination, Company will be entitled to a pro-rata portion of the fees for Service performed up to the date of termination.

6. CUSTOMER CONTENT AND RESPONSIBILITIES

6.1 License; Ownership. Customer hereby grants Company a non-exclusive, worldwide, royalty-free, fully paid and transferable license (a) to use the Customer Content as necessary solely for the purposes of providing the Services under this Agreement; and (b) to use Customer's trademarks, service marks, and logos as required to provide the Services (but not for use with an audience beyond that of Authorized Users). As between the parties, Customer owns all right, title and interest in the Customer Content.

6.2 Customer Warranty. Customer represents and warrants that (a) prior to using the Services in connection with any Authorized User, Customer shall have obtained any necessary consent to contact such Authorized User via the Services in such form as required to comply with applicable law; (b) that its use of the Services will otherwise comply with all applicable laws; and (c) the Customer Content shall not (i) infringe any copyright, trademark, or patent right; (ii) misappropriate any trade secret; (iii) be deceptive, libelous, obscene, pornographic or unlawful; (iv) contain any viruses, worms or other malicious computer programming codes intended to damage Company's system or data; or (v) otherwise violate any privacy or other right of any third party.

6.3 Authorized User Access. Customer may permit any Authorized Users to access and use the features and functions of the Services as contemplated by this Agreement. Each Authorized user must be granted a unique User ID. User IDs cannot be shared or used by more than one Authorized User at a time. Customer is solely responsible for maintaining the confidentiality of Access Protocols and Company will not be liable for any activities undertaken by anyone using Customer's Access Protocols. Customer will immediately notify Company of any unauthorized use of its Access Protocols or any other breach of security relating to the Services known to Customer.

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6.4 Customer Responsibility for Access, Content and Security. Except to the extent expressly specified on the Price Quote for Services, Company is not obligated to back up any Customer Content; the Customer is solely responsible for creating backup copies of any Customer Content at Customer's sole cost and expense. Customer shall have the sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of all Customer Content. Customer must maintain the Supported Environment (if any) described in the Price Quote for Services.

7. WARRANTIES AND DISCLAIMERS

7.1 Limited Warranty. Company warrants that it will make commercially reasonable efforts to maintain the online availability of the Services. CUSTOMER'S EXCLUSIVE REMEDY AND COMPANY'S ENTIRE LIABILITY UNDER THIS WARRANTY WILL BE FOR COMPANY TO REPAIR THE NON-CONFORMING SERVICE, OR IF COMPANY CANNOT MAKE SUCH REPAIR WITHIN A REASONABLE PERIOD OF TIME, THEN COMPANY MAY TERMINATE ACCESS TO THE SERVICES AND REFUND A PORTION OF THE FEE.

7.2 Disclaimer. EXCEPT AS EXPRESSLY PROVIDED IN SECTION 7.1, THE DOCUMENTATION, AND SERVICES ARE PROVIDED "AS IS," AND COMPANY MAKES NO (AND HEREBY DISCLAIMS ALL) OTHER REPRESENTATIONS AND WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NONINFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE. COMPANY DOES NOT WARRANT THAT ALL ERRORS CAN BE CORRECTED, OR THAT OPERATION OF THE SERVICES SHALL BE UNINTERRUPTED OR ERROR-FREE. SOME STATES AND JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO SOME OF THE ABOVE LIMITATIONS MAY NOT APPLY TO CUSTOMER.

8. LIMITATION OF LIABILITY. EXCLUDING EACH PARTY'S INDEMNIFICATION OBLIGATIONS SET FORTH HEREIN IN RESPECT OF THIRD-PARTY CLAIMS, (A) IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, OR OTHER INDIRECT DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOST DATA) ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ITS PERFORMANCE HEREUNDER AND (B) IN NO EVENT SHALL EITHER PARTY'S LIABILITY TO THE OTHER AS A RESULT OF ANY CLAIM ARISING UNDER THIS AGREEMENT, REGARDLESS OF WHETHER SUCH CLAIM IS BASED ON BREACH OF CONTRACT, TORT, STRICT LIABILITY, OR ANY OTHER THEORY OF LIABILITY, EXCEED THE AMOUNT PAID BY CUSTOMER UNDER THIS AGREEMENT FOR THE APPLICABLE SERVICES GIVING RISE TO SUCH LIABILITY IN THE TWELVE (12) MONTHS PRIOR TO THE OCCURRENCE OF THE ACT OR OMISSION GIVING RISE TO SUCH CLAIM. SOME STATES AND JURISDICTIONS DO NOT ALLOW FOR THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THIS LIMITATION AND EXCLUSION MAY NOT APPLY TO CUSTOMER.

9. CONFIDENTIALITY; PRIVACY

9.1 Confidentiality. During the Term, each party ("Disclosing Party") may provide the other party ("Receiving Party") with Confidential Information. The Receiving Party agrees that it will not use or disclose to any third party any Confidential Information of the Disclosing Party, except as expressly permitted under this Agreement. The Receiving Party will limit access to the Disclosing Party's Confidential Information to Authorized Users (with respect to Customer as Receiving Party) or to those employees who have a need to know such Confidential Information to perform the Receiving Party's obligations or exercise the Receiving Party's rights under this Agreement, and who have been informed of the confidential nature of such information. In addition, the Receiving Party will protect the Disclosing Party's Confidential Information from unauthorized use, access, or disclosure in the same manner that it protects its own proprietary information of a similar nature, but in no event with less than reasonable care. At the Disclosing Party's request or upon the expiration or termination of this Agreement, the Receiving Party will return to the Disclosing Party or destroy (or permanently erase in the case of electronic files) all copies of the Confidential Information that

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the Receiving Party does not have a continuing right to use under this Agreement, and the Receiving Party shall provide to the Disclosing Party a written affidavit certifying compliance with this sentence.

9.2 Privacy. Company will comply with, and will cause each of its employees, agents, and contractors to comply with, all state, federal and municipal laws and regulations ("Applicable Laws") applicable to its performance under this Agreement, including without limitation the Family Educational Rights and Privacy Act and the Children's Online Privacy Protection Act. Company's Privacy Policy (as may be updated by Company from time to time), which is incorporated by reference into these terms and conditions, contains additional terms regarding Company's use of Confidential Student Information. Customers and Authorized Users may view Company's privacy policy at https://www.imaginelearning.com/privacy ("Privacy Policy"). Customer is responsible for providing notice of its own privacy policy to parents of its students and is solely responsible for obtaining any necessary parental consents for students to use the Services.

9.3 Data Security. Company agrees that it will store and process Confidential Information, including Confidential Student Information, in accordance with customary industry standards. Company shall implement and maintain commercially reasonable administrative, technical and physical security measures designed to protect Confidential Information from unauthorized access, disclosure and use. Company will conduct periodic risk assessments and remediate identified material security vulnerabilities in a commercially reasonable manner. Company will have a written data breach response plan and will take commercially reasonable steps to notify the Customer once it becomes aware of a data breach known to involve, or likely involving, Customer Confidential Information. Company will cooperate with the Customer to comply with any applicable data breach notification laws.

9.4 Aggregated and De-Identified Data. Company may use aggregated data and De-Identified Data for those purposes allowed under applicable law and for the following purposes: (1) to demonstrate the effectiveness of the services; (2) research and development of the Company's educational sites, services, or applications; and (3) for adaptive learning purpose and for customized student Learning. Company agrees not to attempt to re-identify aggregated or De-identified Data. Company's use of aggregated data and De-identified data shall survive termination of this Agreement or any request by LEA to return or destroy Data.

9.5 Confidential Student Information Return and Destruction. Upon termination or expiration of this Agreement or thereafter, at the Customer's written request, Company shall, in a reasonable period of time, return all Confidential Student Information to Customer or shall destroy such Confidential Student Information that Company knows it possesses to the extent that destruction is reasonably practicable. Customers acknowledge that some data may remain in archive or other files following Company's commercially reasonable attempt to return or destroy Confidential Student Information. Company may transfer Confidential Student Information and De-Identified Data or aggregated data to its successor pursuant to a merger, consolidation or sale of substantially all of its assets pursuant to Section 13 of this Agreement.

10. INDEMNIFICATION

10.1 By COMPANY. Company shall indemnify, defend and hold harmless Customer against any third-party claims that the use of the Services as permitted hereunder infringes any copyright, US patent or other intellectual property right of a third party, and Company shall pay any losses, damages, costs, liabilities and expenses (including, but not limited to, reasonable attorneys' fees) finally awarded by a court to such third party or otherwise agreed to in settlement of such claim by Company. If any portion of the Services becomes, or in Company's opinion is likely to become, the subject of a claim of infringement, Company may, at Company's option, and as Customer's sole and exclusive remedy therefor: (a) procure for Customer the right to continue using the Services; (b) replace the Services with non-infringing software or services which do not materially impair the functionality of the Services; (c) modify the Services so that the Services become non-infringing; or (d) terminate this Agreement and refund any fees paid by Customer to Company for the remainder of the term then in effect, and upon such termination, Customer will immediately cease all use of the Documentation and Services. Notwithstanding the foregoing, Company shall have no obligation under this Section 10.1 or otherwise with respect to any third-party claim based upon (i) any use of the Services not in accordance with this Agreement or as specified in the Documentation; (ii) any use of

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the Services in combination with other products, equipment, software or data not supplied by Company; or (iii) any modification of the Services by any person other than Company or its authorized agents. This Section 10.1 states the sole and exclusive remedy of Customer and the entire liability of Company, and any of the officers, directors, employees, shareholders, contractors or representatives of Company, for claims and actions described in this Section 10.1.

10.2 By Customer. To the maximum extent allowed by applicable law, Customer shall indemnify defend and hold harmless Company against any third-party claims arising out of (a) any failure by Customer or any Authorized User to comply with applicable laws, rules and regulations (including those promulgated by U.S. federal or state regulatory authorities) in connection with its activities hereunder, including without limitation its provision and Company's authorized use of Customer Content (possibly including student information) hereunder or failure to obtain required consent from any Authorized User or other end users, (b) any failure by Customer to adhere to applicable laws, rules and regulations (including school board and district policies) relating to Customer's modified or customized content where permitted within Company provided Products or Services; (c) Customer's unauthorized use of Services hereunder and/or (d) Customer's breach or alleged breach of any of its covenants, representations or warranties hereunder, and Customer shall pay any losses, damages, costs, liabilities and expenses (including, but not limited to, reasonable attorneys' fees) finally awarded by a court to such third party or otherwise agreed to in settlement of such claim by Customer. This Section 10.2 states the sole and exclusive remedy of Company and the entire liability of Customer, and any of the officers, directors, employees, shareholders, contractors or representatives of Customer, for the claims and actions described in this Section 10.2. Nothing herein shall be deemed to be a waiver by the School Board of Okaloosa County, Florida of Sovereign immunity or any of its rights, privileges or limits of liability existing under section 768.28, Florida Statutes.

10.3 Procedure. The indemnifying party's obligations as set forth above are expressly conditioned upon each of the foregoing: (a) the indemnified party shall promptly notify the indemnifying party in writing of any threatened or actual claim or suit, provided, however, that failure to give prompt notice will not relieve the indemnifying party of any liability hereunder (except to the extent the indemnifying party has suffered actual material prejudice by such failure); (b) the indemnifying party shall have sole control of the defense or settlement of any claim or suit; and (c) the indemnified party shall (at the indemnifying party's expense) reasonably cooperate with the indemnifying party to facilitate the settlement or defense of any claim or suit.

11. TERM AND TERMINATION

11.1 Term. This Agreement shall be for the term (the "Initial Term") of any Services purchased pursuant to a Price Quote for Services and shall thereafter renew for one (1) year terms (each a "Renewal Term") upon the mutual written consent of the parties prior to the expiration of the then-current term. The Initial Term and the Renewal Terms (if any) are, collectively, the "Term." Customer only has the right to use the Services during the Term.

11.2 Termination. Either party may terminate this Agreement immediately upon written notice to the other party if the other party materially breaches this Agreement and fails to cure such breach within thirty (30) days after its receipt of written notice of such breach.

11.3 Effect of Termination. Immediately upon termination of this Agreement, (a) the licenses granted to either party shall immediately terminate; and (b) Company shall cease to make available and Customer shall cease to use the Services. Termination shall not relieve Customer's obligation to pay all charges accrued through the effective date of termination. Sections 3.3, 6.4, 7, 8, 9, 10, 11.3, 12 and 13 will survive the expiration or termination of this Agreement.

GOVERNING LAW AND VENUE. If any dispute arises between the parties, the parties herein agree that any lawsuit must be filed in the 22nd Judicial District Court for the Parish of St. Tammany, State of Louisiana. Any lawsuit between the parties will be governed by the substantive and procedural laws of the State of Louisiana. The parties consent to and yield to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, State of Louisiana and waive any and all claims of entitlement to remove any case from this jurisdiction and venue to any other court ,including any federal court.

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The United Nations Convention on Contracts for the International Sale of Goods does not apply to this Agreement. Customer shall always comply with all international and domestic laws, ordinances, regulations, and statutes that are applicable to its use of the Services hereunder.

12. MISCELLANEOUS.

12.1 Press Releases. If requested by Company, Customer agrees to cooperate in good faith with Company on a press release following execution of this Agreement and agrees to allow Company to list (using Customer's name and/or Customer's logo, as determined by Company) Customer as a customer on Company's website or in documentation to be shared electronically or in print.

12.2 Independent Contractors. The parties are independent contractors and nothing in this Agreement shall be deemed to create the relationship of partners, joint venturers, employer-employee, master-servant, or franchisor-franchisee between the parties. Neither party is, or will hold itself out to be, an agent of the other party. Neither party is authorized to enter into any contractual commitment on behalf of the other party.

12.3 No Additional Terms and Order of Precedence. These Terms and Conditions, together with the attached Price Quote for Services(s), contain the entire agreement of the parties and supersedes any prior or present understanding or communications regarding its subject matter, and may only be amended in a writing signed by both parties. In the event of a conflict between the terms in the Price Quote for Services and the Agreement, the terms contained in this Agreement shall control unless otherwise expressly stated in the Price Quote for Services.

12.4 Severability. In the event any provision of this Agreement is held by a court of law or other governmental agency to be void or unenforceable, such provision shall be changed and interpreted so as to best accomplish the objectives of the original provision to the fullest extent allowed by law, and the remaining provisions shall remain in full force and effect.

12.5 Assignment. Neither party shall assign this Agreement without the other party's prior written consent, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement to its successor pursuant to a merger, consolidation or sale of substantially all of its business or assets related to this Agreement. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and permitted assigns.

12.6 Force Majeure. Neither party shall be deemed to be in breach of this Agreement for any failure or delay in performance (other than payment of Fees due hereunder) caused by reasons beyond its reasonable control, including, but not limited to, acts of God, pandemics, epidemics, war, terrorism, strikes, failure of suppliers, fires, floods or earthquakes.

12.7 Export. The use of the Services is subject to U.S. export control laws and may be subject to similar regulations in other countries. Customer agrees to comply with all such laws.

12.8 Notice. Any notice given under this Agreement shall be in writing and shall be sent via priority mail by a nationally recognized express delivery service addressed to the address and the signatory set forth in the Price Quote for Services set forth above. Such notice shall also be sent via email to the email address set forth in the Price Quote for Services set forth above.

12.9 No Third Party Beneficiary. There are no third-party beneficiaries to this Agreement.

12.10 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and both of which shall be taken together and deemed one instrument.

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IN WITNESS WHEREOF, the Parties have entered into this Agreement effective as of the Effective Date.

CUSTOMER:	**IMAGINE LEARNING LLC**
Signature:	Signature: Signed by: 92AF58E8509E47B...
Printed Name:	Printed Name: Leslie Curtis
Title:	Title: EVP, Chief Administrative Officer
Date:	Date: June 30, 2026
Address:	Address: 100 S. Mill Avenue, Ste. 1700 Tempe, AZ 85281

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Addendum for Instructional Services and Professional Development

1. **APPLICABILITY.** These additional terms and conditions apply if the Quote includes the purchase of Instructional Services or Professional Development Services from Imagine Learning LLC and its affiliates and subsidiaries ("Company"). In the event of a conflict between these additional terms and the Company's Terms and Conditions of Company Services, these additional terms shall control, but solely with respect to the provision of Instructional and/or Professional Development Services. Capitalized terms used, but not defined, in this addendum have the meanings set forth in the Term and Conditions of Company Services.

2. **CUSTOMER LIAISON.** Customer will designate an individual to serve as its primary liaison to Company for all communications related to the provision of Instructional and Professional Development Services, setting up access for End Users, and use of the Services.

3. **HOURS OF AVAILABILITY**. Company Instructional and Professional Development Services will be available during the business hours specified by Company, or if Customer requires Instructional Services for certain times or additional hours, such requirements must be specified in the Quote prior to the beginning of the term of Customer's purchase of Services. Requests for access to Instructional or Professional Development Services not already provided for in the Quote must be made or approved by the Customer Liaison, and may result in additional charges.

4. **NO GUARANTY OF OUTCOMES**. Company cannot make any guarantees, representations or warranties as to any student, teacher, or other End User outcomes or results from the Instructional or Professional Development Services.

5. **INSTRUCTIONAL SERVICES.** If specified in the Quote, Company will provide virtual access to teachers or coaches (or both) ("Company Instructors") who are hired, trained, supervised, and paid by Company, and who will assist in the virtual delivery of the Licensed Material to students and their use of the Services (the "Virtual Programs"). Customer is responsible for (a) providing secure internet access for End Users to use the Virtual Programs; (b) all day-to-day management of the Virtual Programs, subject in all cases to compliance with Applicable Law and Customer policies; (c) obtaining all necessary consents for the provision of Instructional Services where they will involve direct contact between Company Instructors and students and parents; (d) determining appropriate student courses and verifying student schedules; (e) monitoring student attendance and ensuring compliance with applicable state requirements; and (f) assisting students not making adequate progress.

   a. **Instructor Requirements**. Customer shall be responsible for advising Company of any special certification, training, background checks, insurance, fingerprinting or similar requirements for the Company Instructors as may be imposed by Applicable Law ("Instructor Requirements"). Company shall be solely responsible for all decisions regarding hiring, supervision, discipline, and dismissal of Company Instructors, and for ensuring that all Company Instructors meet and comply with Instructor Requirements.

   b. **Exceptional Student Services**. If Customer is a public entity receiving federal funds, Customer is considered the "Local Educational Agency," or LEA, as that term is defined by Applicable Law, and Customer is solely responsible for the provision of any special education services. Company's services do not include (i) providing special education services; (ii) creating, implementing or providing Individualized Education Programs ("IEP"); (iii) providing reasonable accommodations or any services to insure compliance with the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), section 504 of the Rehabilitation Act, or any other Applicable Law. Notwithstanding the foregoing, Company will discuss, formulate and make reasonable adjustments and accommodations in furtherance of student IEPs or reasonable accommodations established by Customer, provided that Customer provides necessary IEPs and section 504 documentation to Company. Customer shall be solely responsible for the costs of any required adjustments or accommodations.

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c. **State Testing.** Customer is responsible for providing appropriate accommodations for the administration of any state-mandated standardized testing by End Users. Customer is also responsible for receiving, distributing, administering, proctoring and returning all state mandated standardized tests under applicable state law, policies and procedures.

d. **Reporting and Withdrawal of Students/End Users**. Where reporting of student results is required by Applicable Law, Customer shall be responsible for ensuring the accuracy and completeness of student information used, relied upon, or reported by Company in providing the Instructional Services, and shall promptly notify Company if any student information needs to be corrected or updated. Upon notice to Customer, Company reserves the right to withdraw End User access for students who fail to take required tests or maintain adequate progress.

6. **PROFESSIONAL DEVELOPMENT / PROFESSIONAL LEARNING SERVICES.** If included in the Quote, Company may also provide Professional Development / Professional Learning Services which may include training and instruction to Customer's instructors and administrators on the implementation and use of the Services, curriculum workshops, use of student information to monitor progress, and other related topics as may be specified in the Quote. Customer shall be solely responsible for providing necessary equipment and secure internet access to facilitate these Services, and for scheduling these Services at least two (2) weeks in advance.

a. **Charges for Professional Development/Professional Learning Services.** Before delivering Professional Development/Professional Learning Services, Company must receive a signed Quote specifying the number of hours included and the cost of the services provided, and all necessary setup and implementation services required to demonstrate and use the Services must be completed. Professional Development/Professional Learning Services will be available for use by Customer only during the Term of the Subscription.

b. **Use of Customer's Facilities.** If Company will be providing any Professional Development/Professional Learning Services at Customer's premises, Customer shall advise Company in advance of any Instructor Requirements for Company personnel, and Company will be responsible for insuring that all Professional Development/Professional Learning personnel meet and comply with all such requirements.

c. **Forfeiture & Cancellation of PD Services.** Professional Development / Professional Learning Services purchased but not scheduled and delivered within the first year of the Term may be forfeited without notice. Customer agrees to reimburse Company for travel and other out-of-pocket expenses incurred if Professional Development/Professional Learning Services are changed or cancelled less than forty-eight (48) hours prior to the scheduled delivery date. Company reserves time exclusively for the Customer once Professional Development/Professional Learning Services have been scheduled. If Customer is a no-show or cancels scheduled Professional Development/Professional Learning Services in less than 48 hours before the scheduled delivery date, Customer may be charged for the scheduled services. The Parties must document in writing and sign any and all grace periods or extension of time for delivery of Professional Development/Professional Learning Services.

d. **Service Provision**. In some cases, Company may use subcontractors to provide Professional Learning services for core curriculum implementations.

7. **NO UNAUTHORIZED RECORDING OR REPRODUCTION.** All content delivered by Company as part of Instructional or Professional Development/Professional Learning Services are the property of Company, and customer may not record, reproduce or copy such content without Company's express written authorization.

Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Date	5/11/2026
Quote No.	Q-264105
Acct. No.	12211848
Total	125,870.00
Pricing Expires	11/07/2026

Baker County School District
392 South Blvd E
Macclenny FL 32063
United States

The 3-year license pricing is $120,870, billed annually each July. The first-year invoice total is $45,290, which includes professional learning services. The annual invoice total for years 2 and 3 is $40,290 per year.

Payment Term	Contract Start	Contract End
Net 30	7/1/2026	6/30/2029

Site	Description	End Date	Qty	Per Unit	Amount
Baker County School District					
	PL - CW/Supp/SS Virtual Session	06/30/2029	2	750.00	1,500.00
	PL - CW/Supp/SS Onsite Day	06/30/2029	1	3,500.00	3,500.00
Baker County High School					
	Imagine EdgeEX with Edgenuity 9-12 Comprehensive Site License	06/30/2029	1	61,710.00	61,710.00
Baker County Adult Educational Center					
	Imagine EdgeEX with Edgenuity 6-12 Comprehensive Site License	06/30/2029	1	25,500.00	25,500.00
Baker County Middle School					
	Edgenuity 6-8 Comprehensive Site License	06/30/2029	1	33,660.00	33,660.00

Subtotal	125,870.00
Tax Total	0.00
Total	125,870.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

Baker County School District		**Imagine Learning Representative**
Signature:	_____	Greg Guy
Print Name:	_____	Account Executive -
Title:	_____	greg.guy@imaginelearning.com
Date:	_____	imaginethefutureoflearning.com

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   392 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

_____

Signature of Authorized Contractor Representative

_____

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name:_____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title:_____

Address:_____

City:_____State:_____ZIP:_____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title:_____

Date:_____

AGENDA ITEM NO. 9.6

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Andy Giddens - (259-6995)
ITEM TYPE:	Out of State Travel
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Out of State Field Trip on July 13, 2026, through July 14, 2026, to Moultrie, Ga. for Students and Staff to participate in the Colquitt High School Organized Team Activity. (Traveling by Baker County School Bus)

ATTACHMENTS:
07.20.2026 Approval of BCHS Football Team Out-of-State Travel to Moultrie, GA._A.Giddens.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Baker County High School
1 Wildcat Drive
Glen St. Mary, FL 32040
(904) 259-6286
www.bakerk12.org

Wyatt Milton, Superintendent

Date: June 30, 2026

To: Superintendent Milton and Members of the Baker County School Board

Subject: Request for Out-of-State Travel for Jamie Rodgers and the Football Team

Dear Superintendent Milton and School Board Members,

The purpose of the letter is to request permission for the Baker County High School football team to travel to Moultrie, Georgia, to participate in the Colquitt High School Organized Team Activity (OTA) camp on July 13-14, 2026. The team will depart Baker County High School on July 13th around 7:30 PM for Moultrie, Georgia. Once the OTA is finished on July 14th, the team will leave Moultrie and head back to Baker County High School. Staff traveling with 40 players of the football team will be as follows: Head Coach, Jamie Rodgers, and Assistant Coach, Tyler Stevens. School buses will be used as a means of transportation for the team. Thank you for your consideration in this matter.

Sincerely,

Andy Giddens, Principal
Baker County High School

AGENDA ITEM NO. 9.7

Item Cover Page

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

DATE:	July 20, 2026
SUBMITTED BY:	Alice Schmitges - (259-0444)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the Agreement with Vector Solutions, Effective July 1, 2026 - June 30, 2027.

ATTACHMENTS:
07.20.2026 Approval of the Agreement with Vector Solutions_A.Schmitges.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Exceptional Student Education
and Student Services
420 South 8th Street
Macclenny, FL 3206
(904) 259-7825
www.bakerk12.org
Wyatt Milton, Superintendent

July 7, 2026

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

Dear Superintendent Milton,

I respectfully request School Board approval of the Service Agreement between Vector Solutions and the Baker County School District for the period of July 1, 2026, to June 30, 2027.

This agreement provides the district with Vector Solutions Safety and Compliance Training, ensuring employees have access to required federal and state compliance courses while promoting a safe and supportive environment for students and staff. The platform further supports the district in implementing new statutory professional learning requirements established under House Bill 851 (2026), which mandates at least one annual autism-specific professional learning opportunity for instructional and administrative personnel. Additionally, the comprehensive training library helps the district meet numerous other mandatory training and compliance obligations throughout the school year.

Funding for this agreement will be provided through the 2026–2027 Individuals with Disabilities Education Act (IDEA), Part B Grant, resulting in no financial impact on the District's General Fund.

Recommendation:
Approve the Service Agreement between Vector Solutions and the Baker County School District for the period of July 1, 2026, to June 30, 2027.

If you have any questions, please contact me at (904)259-7825 or Alice.Schmitges@bakerk12.org.

Regards,

Alice Schmitges, Director
Exceptional Student Education/Student Services

Quote ID
Q-538857

Valid Until
Friday, June 26, 2026

Contact Name
Brittany Hickson

Scenario Learning, LLC Order Form
Schedule A

Date: Monday, June 15, 2026

Client Information

Client Name: Baker County School District	
Address: 270 South Blvd. E. Macclenny, FL 32063	
Primary Contact Name: Thomas Hill	**Primary Contact Phone:** (904) 259-0404

Agreement Term

Effective Date: 07/01/2026	**Initial Term:** 36 months

Invoicing Contact Information (Please fill in missing information)

Billing Contact Name:		
Billing Address: 270 South Blvd. E. Macclenny, Florida 32063	**Billing Phone:** **Billing Email:**	
PO#:	**Billing Frequency:** Annual	**Payment Terms:** Net 30

Annual Fee(s)

Product Code	Product	Description	Minimum Annual Commitment	Price	Sub Total
SLSS-SCPUAI	Vector Training, Safety and Compliance Plus Upgrade- Annual Subscription	Vector Training, Safety and Compliance Plus Upgrade- Annual Subscription	575	$4.35	$2,501.25
SLSST	Vector Training, Employee Safety and Compliance Library	Vector Training, K-12 Edition - Employee Safety and Compliance Library - Annual Subscription	575	$0.00	$0.00
SLIII	Vector Training, Inclusive Instruction and Intervention Full Course Library	Vector Training, Inclusive Instruction and Intervention Full Course Library - Annual Subscription	575	$0.00	$0.00
K12-USCAH_SC+B	Vector Training, K-12 Edition, U.S. Council for Athletes' Health, Essentials Bundle - Annual Subscription	K-12 USCAH - Essentials Bundle - Annual Subscription	575	$0.00	$0.00
SLFML	Facilities Maintenance Library	Vector LMS and Training - Facilities Maintenance Library - Annual Subscription	575	$0.00	$0.00
SLSSTCB	Vector Training, K-12 Edition Cybersecurity- Staff	Vector Training, K-12 Edition Cybersecurity- Staff	575	$0.00	$0.00
SLSS-PSC	Vector Training, Positive School Climate Library – Annual Subscription		575	$0.00	$0.00
K12-AILearningStudio	Vector Solution, K12 Learning Studio	AI Learning Studio included with Vector Solutions Performance LMS	575	$0.00	$0.00

Annual Total: $2,501.25

One-Time Fee(s)

Product Code	Product	Description	Qty	Price	Sub Total
OTD	One-Time Discount	Discount for: Vector Training, Safety and Compliance Plus Upgrade- Annual Subscription	1	($1,000.00)	($1,000.00)

One-Time Total: ($1,000.00)

Total (including Annual and One-Time): $1,501.25

Order Form Terms and Conditions.

1. Additional Named Users added after the Effective Date (e.g., Named Users above the Minimum Annual Commitment) will be invoiced at the per Named User rate stated in the Order Form, on a prorated basis determined by the date such Users are added during the contract year. Such Additional Named Users shall be invoiced at the contracted per Named User fee for subsequent contract years during the Term.
2. Fees during the Initial Term shall be increased by 5.0% per contract year.
3. All undisputed invoices are due and payable Net 30 days after invoice date ("Due Date"). Any fees unpaid for more than 10 days past the Due Date shall bear interest at 1.5% per month or the highest applicable rate permitted by law.
4. **AUTOMATIC RENEWAL. UNLESS OTHERWISE AGREED OR WHERE PROHIBITED BY APPLICABLE LAW OR REGULATION, UPON EXPIRATION OF THE ABOVE INITIAL TERM, THIS AGREEMENT WILL RENEW FOR A RENEWAL TERM EQUAL TO THE INITIAL TERM AT VECTOR SOLUTIONS' THEN CURRENT FEES, UNLESS NOTICE IS GIVEN BY EITHER PARTY OF ITS INTENT TO TERMINATE THE AGREEMENT AT LEAST SIXTY (60) DAYS PRIOR TO THE SCHEDULED TERMINATION DATE.**

Additional Terms and Conditions

1. This Order Form is governed by the Master Software as a Service Agreement at https://www.vectorsolutions.com/master-software-as-a-service-agreement/ (the "Governing Contract"). Capitalized terms not otherwise defined in this Order Form have the meanings assigned to them in the Governing Contract.
2. To the extent any term(s) of the Governing Contract and this Order Form conflict, the term(s) of this Order Form will supercede the conflicting term(s) of the Governing Contract.
3. This Order Form will become effective when signed by both Parties. Unless both Parties sign this Order Form, the pricing and terms offered in this Order Form expire on the Offer Expiration Date stated above.
4. This Order Form and the pricing terms herein are specific to You and shall be considered Our Confidential Information. To the extent shared with any permitted third parties pursuant to the confidentiality terms between the Parties, such third party shall be bound by terms that prohibit their use of the information for any purpose beyond providing services to You, including restricting their use of the information in any aggregated or anonymized format.
5. IF YOU ARE LOCATED OUTSIDE THE UNITED STATES, Your data, including Your and Your End Users' personally-identifiable data, will be exported to the United States to enable us to administer, operate and process the Services.

To proceed, please sign this Order Form

Signatures

Each undersigned hereby represents that he/she is an authorized representative of the respective Party, and is authorized to commit the respective Party to all terms and conditions in this Order Form, and each undersigned acknowledges that the Parties rely on such representation in their agreements set forth in this Order Form.

Scenario Learning, LLC d/b/a Vector Solutions
4890 W. Kennedy Blvd., Suite 300
Tampa, FL 33609

Baker County School District
270 South Blvd. E.
Macclenny, FL 32063

By: _____

Printed Name:

_____

By: _____

Printed Name:

_____

Title: _____ Title: _____

Date: _____ Date: _____

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   392 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

_____

Signature of Authorized Contractor Representative

_____

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name:_____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title:_____

Address:_____

City:_____State:_____ZIP:_____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title:_____

Date:_____

AGENDA ITEM NO. 9.8

Item Cover Page

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

DATE: July 20, 2026

SUBMITTED BY: Thomas Hill - (259-0427)

ITEM TYPE: Plan

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the 2026-2027 District Volunteer Handbook.

ATTACHMENTS:
07.20.2026 Approval of the 26-27 Volunteer Handbook.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of Human Resources
392 South Boulevard East
Macclenny, Fl, 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

July 8, 2026

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
Baker County Schools
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

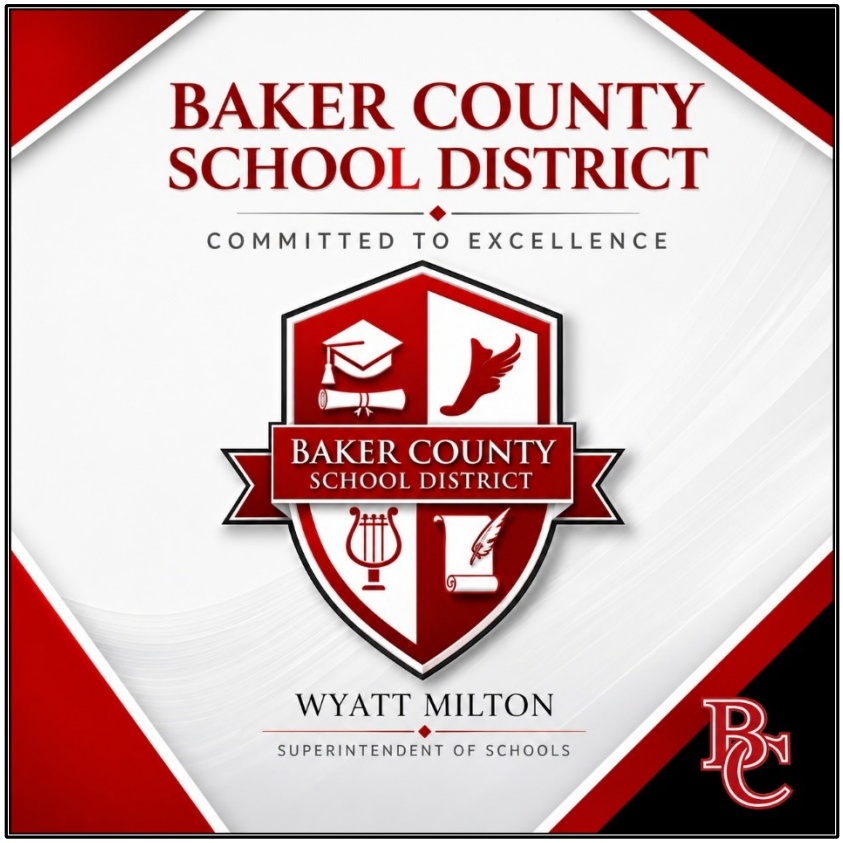
The purpose of this letter is to request School Board approval of the Baker County School District Volunteer Handbook for the 2026-27 school year.

Thank you for your consideration of this request. Please do not hesitate to reach out to me with any questions or concerns.

Sincerely,

Thomas Hill
904.259.0427

Volunteer Handbook
2026 – 2027 School Year



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

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

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

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

Purpose

This document has been created to facilitate the Baker County School District's implementation of SB 676 as well as other legislative revisions which govern the volunteer background screening process for school volunteers. Volunteers are generally considered any nonpaid person appointed by the Baker County School Board, including but not limited to parents, senior citizens, students, and other community members.

The following section of this handbook delineates three categories of participation for prospective volunteers: visitor, school volunteer working under the direct supervision of staff, and school volunteer who is cleared for the supervision of students. Volunteers should determine their level of participation in school activities in order to decide which, if any, background screening process to complete.

For additional information beyond the contents of this document, please contact Mr. Thomas Hill at thomas.hill@bakerk12.org or (904) 259-6251.

Level of Participation

Visitor

A visitor is considered a family or community member who:

- is attending a school event, presentation, party, etc.
- is eating lunch with their own child or family member.
- is attending a parent conference.

The previous examples are not intended to be a comprehensive list of activities.

School Volunteer Working under the Direct Supervision of Staff (Level 1 Volunteer)

School Volunteer Working under the Direct Supervision of Staff (Level 1 Volunteer) is a family or community member who:

- attends a field trip with his/her child.
- listens to individual students or small groups read aloud to practice fluency and comprehension. The teacher would provide the reading materials and specific goals for the session.
- works with a small group of students on a specific task assigned by the teacher, such as practicing math facts with flashcards, completing a worksheet, or working on a writing prompt.
- provides extra help to a student who may be struggling with a particular concept, as directed by the teacher.
- oversees a station or center in the classroom where students are engaged in a specific activity, ensuring they stay on task and understand the directions.

- assists the teacher with tasks like making photocopies, laminating, cutting out materials for a craft, or assembling learning packets.
- helps to organize the classroom library, sort student work into folders, or tidy up learning areas.
- assists the teacher in creating or putting up classroom displays and bulletin boards.
- helps to set up, serve food, and supervise activities during classroom celebrations or special events, all under the teacher's guidance.
- assists staff in the cafeteria by helping students open containers, cleaning up spills, and encouraging positive behavior.
- assists the librarian or media specialist during the school's book fair with tasks like setting up displays, helping students find books, and processing payments.
- helps to organize students, ensure they are ready for their photos, and assisting the photographers as needed.
- mans a station at an event like a field day, school carnival, or fun run. This could involve explaining the rules of a game, keeping score, or handing out water, all while under the supervision of school staff.

The previous examples are not intended to be a comprehensive list of activities. The key criteria is that the volunteer work of Level 1 individuals does not constitute providing supervision or being alone with students.

School Volunteer Who Is Cleared for the Supervision of Students (Level 2 Volunteer)

School Volunteer Who Is Cleared for the Supervision of Students (Level 2 Volunteer) is a family member or community member who:

- chaperones a field trip. This means that the volunteer is providing supervision for a group of children on the trip.
- volunteers to coach or assist in the coaching of District athletic teams. This includes helping with practices, traveling with the team, and supervising student-athletes before, during, and after games.
- has been assigned to lead a small group of students through a museum, theme park, or other field trip location without a teacher being present with their specific group at all times.
- chaperones multi-day trips, such as band competitions, academic team events, or trips to destinations like St. Augustine or Washington D.C. All volunteer chaperones must have Level 2 clearance. They assume 24-hour responsibility for student safety and conduct.
- mentors and/or tutors one-on-one with a student in a designated but potentially less public space, such as a breakout room, a corner of the library, or a guidance office. This allows for focused academic help or mentorship without the constant presence of a teacher.
- leads or assists with an after-school club (e.g., Beta Club, Youth Power, First Lego Robotics Club) where they may be the sole adult supervisor for periods of time.
- monitors a specific area during a school event without direct faculty oversight. For example, supervising a station at a school carnival or field day, monitoring a hallway during a school dance, or overseeing the student section at a football game.

- helps with drama, band, or chorus programs in roles that might take them away from the direct supervision of the teacher, such as managing a group of students backstage during a performance or overseeing a sectional practice in a separate room.
- manages a concession stand or ticket booth where student helpers are involved, which includes overseeing both the students and the handling of cash.
- performs duties in the front office or library that could potentially place them in unsupervised contact with students who are also in that area.

The previous examples are not intended to be a comprehensive list of activities. In every case, while direct supervision by a teacher may not be required, the Level 2 volunteer is still acting under the authority of the school principal and must adhere to all Board policies and procedures. They are chosen for these roles because they have passed the rigorous screening necessary to be entrusted with greater responsibility for student safety and well-being.

Policies and Procedures

Volunteers are valuable assets to our schools. Volunteers might be parents, grandparents, students, retired educators, business partners, or other community members. They can share their expertise with students, provide an extra set of eyes and hands for teachers, assist students with academics, chaperone field trips, answer phones, and convey to students that everybody cares about their education.

Volunteers *are* representatives of the school and the Board. The following guidelines have been established by the Superintendent and should be shared with volunteers and staff working with volunteers:

- School volunteers work only at the request/discretion of the school principal.
- The Raptor and/or Centegix system will be used to screen volunteers and log their time on campus. Therefore, ALL volunteers must log in AND out with each visit. All visitors on any District school site will be scanned using a government-issued identification.
- The school retains the right to accept or reject the services of a volunteer.
- All volunteers must complete a yearly volunteer form.
- Level 2 volunteers will be required by the principal to complete the volunteer application form that includes fingerprinting.
- Volunteers who work one-on-one with students or who may not be under the direct supervision of an employee are subject to background checks in compliance with the Jessica Lunsford Act and will need to obtain Level 2 clearance.
- Florida Retirement System retirees should see the following section, “Florida Retirement System (FRS) Retiree Volunteer Program.” The obligation for Florida Retirement System retirees to verify their eligibility to serve as a volunteer is on each individual volunteer.
- The school volunteer coordinator should maintain records of volunteer service hours, duties, and training for the annual report to the Florida DOE.

Approval/Non-approval information will be given to the site for which you have applied to volunteer. They will contact you with the information.

The Baker County School Board reserves the right to deny volunteer privileges to individuals and to re-check criminal history as necessary.

Florida Retirement System (FRS) Retiree Volunteer Program

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

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

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

Participation in the Retiree Volunteer Program does not exempt an individual from any Baker County School District volunteer requirements. FRS retirees must complete the applicable Florida Department of Revenue Retiree Volunteer Application (https://floridarevenue.com/Documents/1_Volunteer%20Application.pdf), District volunteer application process, satisfy all required background screening requirements for the level of volunteer service they will perform, comply with all School Board policies and administrative

procedures, and sign in and out through the District's visitor management system each time they volunteer.

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

Determine Your Volunteer Level

The District has created the three classifications to help clarify who needs a background check, what type of background check is required, and whether the individual must be monitored by a staff member:

- **Visitors** — No volunteer form required. Visitors must be monitored by a staff member at all times and follow the process to sign in and sign out through the school's front office.
    - This process includes being screened through the Raptor VisitorSafe and/or Centegix Visitor Management System.
- **Volunteer (Level 1)** — A background check of Level 1 and an approved volunteer application are required every year.
    - Volunteer (Level 1) MUST always be under the direct supervision or line-of-sight of a BCSD employee.*
    - Level 1 volunteers must obtain clearance through the Raptor VisitorSafe and/or Centegix Visitor Management System each time they enter the campus or volunteer.
    - Approval will be given to the school/site from the District's Office of Human Resources.
- **Volunteer (Level 2)** — An annual approved volunteer application is required. In addition, upon initial application and every five years after, a Level 2 fingerprinting background check is required to conduct a State and National background clearance. Fingerprints are valid for five years.
    - Volunteers (Level 2) are NOT required to be under the direct supervision or line-of-sight of a Board employee at all times.
    - Potential volunteers will be notified by the school if fingerprint registration is necessary based on the type of field trip or activity.
    - **Fingerprinting is done at the cost of the volunteer**. Fingerprints are only required every five years. To obtain and renew the Level 2 clearance, please register as a volunteer and follow directions for the Level 2 process.
    - Level 2 volunteers must obtain clearance through the Raptor VisitorSafe and/or Centegix Visitor Management System each time they enter the campus or volunteer.

*In the event of a "field trip" or off-campus activity, it is understood that due to the size and nature of certain venues that Level 1 Volunteers may not always be under the direct supervision of an employee. In these cases, the volunteer should only be providing supervision for their own family member.

Identification & Sign In

Volunteers are provided name tags upon checking in at the front office of the school. The identification must be worn at all times when volunteering. Volunteers are required to sign in and out through Raptor and/or Centegix at the front desk in the main school/site office. A government-issued ID is required (driver's license, passport, military ID, etc.). Your cooperation enables us to locate you in case of an emergency.

Volunteer Responsibilities

Volunteers Must:

- Be screened through the Raptor and/or Centegix system each time they enter campus or volunteer.
- Always work under the supervision of a teacher or administrator unless the volunteer has received Level 2 clearance.
- Show a government-issued photo ID and sign in and out in the school's front office for each visit/event. This is important for the following reasons:
    - Our students' safety and campus security are of the utmost importance. This supports knowing who is on campus at all times.
    - Individual volunteers may be recognized for their dedication and service to our schools.
    - Schools are eligible for annual state awards based on their volunteer hours.
    - Your school and the District would like the opportunity to thank you for your service.
- Maintain strict confidentiality with all school or classroom information to which they may have access.
- Follow School Board policy on personal communication devices and the use of Social Media (BCSD Board Policy 6.430).
- Serve as positive role models.
- Dress professionally and appropriately for the work environment.
- Work within all guidelines and policies established by the Superintendent and School Board.
- Have a clear understanding of all state and District instructional practices and policies relevant to volunteer responsibilities.
- Follow staff directions in the event of a fire drill, lockdown, or evacuation.

Volunteers May NOT:

- Establish educational objectives or evaluate student progress.
- Discuss students or teachers, or classroom information outside of the school setting or in the school setting with people whom the information does not pertain.
- Be left alone with a child or with a class unless they have Level 2 clearance.
- Take pictures or video of students (other than their own) or BCSD employees.
- Have individual contact with students outside of school hours. This includes social media contact.
- Give medication to students.
- Discipline students. The volunteer should refer the matter to the supervising teacher.
- Engage in communication with students regarding personal religious or political beliefs.
- Have access to the files or permanent records of students.
- Make decisions regarding the relevance of certain activities or procedures to the attainment of instructional objectives.
- Have access to permanent student records, student grades, or any other confidential materials or information.
- Conduct duties or tasks that belong to teachers, such as grading papers.
- Bring preschool or other children who are not registered at the school where they volunteer.
- Use cell phones except in case of emergency or urgent need. Your attention should be on students at all times unless otherwise directed.

Protecting Our Students & Mandatory Reporting of Child Abuse

Section 39.201 (1)(a), Florida Statutes, states: A person is required to report immediately to the central abuse hotline established in s. 39.101, in writing, through a call to the toll-free telephone number, or through electronic reporting, if he or she knows, or has reasonable cause to suspect, that any of the following has occurred:

a. Child abuse, abandonment, or neglect by a parent or caregiver, which includes, but is not limited to, when a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare or when a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide such supervision and care.

b. Child abuse by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare. The central abuse hotline must immediately electronically transfer such reports to the appropriate county sheriff's office.

Any person who knows, or has reasonable cause to suspect, that a child is the victim of sexual abuse or juvenile sexual abuse shall report such knowledge or suspicion to the central abuse hotline, including if the alleged incident involves a child who is in the custody of or under the protective supervision of the department.

Abuse Hotline: 1-800-962-2873

Report Online: ABUSE ONLINE REPORT LINK

Other Important Information

- School volunteers who witness bullying (teasing, social exclusion, threats, stalking, physical violence, sexual, religious, or racial harassment, public humiliation) or destruction of property must report the incident immediately to school staff.
- Volunteers may NOT have individual contact with students outside of school hours including social media contact.
- Volunteers do NOT take pictures or videos of students without appropriate staff permission.
- Tobacco, Vaping, Alcohol & Illegal Drug use are prohibited anywhere, anytime, by anyone on campus during all school-sponsored events, whether they occur before, after or during regular school hours
- **IMPORTANT NOTE:** There are certain individuals who are classified as "exempt volunteers" because they have already undergone a Level 2 background screening. Exempt volunteers include: District staff, law enforcement officers, college students screened through the District's Office of Human Resources, and any individual currently screened through the Agency for Health Care Administration (AHCA) Clearinghouse.

Required Fees

- **Visitors** = No Cost.
- **Volunteer (Level 1)** = No Cost. Annual Application Required.
- **Volunteer (Level 2)** = $75 (Approximate and subject to change costs are $75 for the state and company fingerprint fees to complete the required background checks via Fast Fingerprint and AHCA online clearinghouse). Fingerprints are valid for five years. Annual Volunteer Application Form is required yearly at no charge. Volunteers are only charged for fingerprinting or badge replacement.

School Board Policy 3.130

School volunteers shall be subject to background screenings before volunteering that may include a criminal history background check and fingerprinting with the costs paid as determined by the District. Volunteers who will be working with students without direct supervision from school personnel, whether on or off campus—including during day trips or overnight trips—

must meet Level 2 screening requirements found in Section 435.04, Florida Statutes. All volunteer athletic coaches are required to have a Level 2 screening.

Volunteers working under the direct supervision of school personnel shall, at a minimum, undergo background screenings to include:

(1) a search of the volunteer's name and/or other identifying information through databases approved by the Superintendent, which may include, but are not limited to, the Dru Sjodin National Sex Offender Public Website and the registration information regarding sexual predators and sexual offenders maintained by the Florida Department of Law Enforcement (FDLE), and

(2) a search of the (CCIS) Comprehensive Case Information System database for any criminal history.

Additional Volunteer Program Stipulations

- No person registered as a sexual predator or sexual offender on the FDLE database shall be allowed to volunteer in any school or at any school function.
- No person registered on CCIS who has an open criminal case shall be allowed to volunteer in any school or at any school function.
- In the event of a "field trip" or off-campus activity, it is understood that due to the size and nature of certain venues that Level 1 Volunteers may not always be under the direct supervision of an employee. In these cases, the volunteer should only be providing supervision for their own family member.
- A person who has been arrested for and is awaiting final disposition of, has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or has been adjudicated delinquent and the record has not been sealed or expunged for, any offense listed in Section 435.04(2) or (3), Florida Statutes, shall not be eligible to be a school volunteer.
- A school volunteer is any nonpaid individual who gives his/her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida Statutes and State Board of Education rules.
- The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers that are consistent with Florida Statutes, State Board of Education Rules, and School Board rules.
- Pursuant to 1012.315 F.S., applicants having been convicted of a crime involving moral turpitude shall not be employed (volunteer) in any position requiring direct contact with students. Otherwise, an applicant shall not be disqualified from employment (volunteering) solely because of a prior conviction for a crime. Nevertheless, a person may be denied employment (volunteering) pursuant to 1012.32(2)(a) and 1012.465 F.S., by reason of a prior conviction if the crime was a felony or first-degree misdemeanor and directly related to the position of employment (volunteering) sought.
- As provided by Florida State School Board Rules, the principal of the school shall ensure that each volunteer and the supervising teacher or coordinator possess a clear understanding of state and Board rules and policies relevant to volunteer responsibilities.

AGENDA ITEM NO. 9.9

Item Cover Page

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

DATE: July 20, 2026

SUBMITTED BY: Thomas Hill - (259-0427)

ITEM TYPE: Plan

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the 2026-2027 District Employee Handbook.

ATTACHMENTS:
07.20.2026 Approval of the 26-27 Employee Handbook.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of Human Resources
392 South Boulevard East
Macclenny, Fl, 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

July 8, 2026

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
Baker County Schools
392 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 Baker County School District Employee Handbook for the 2026-27 school year.

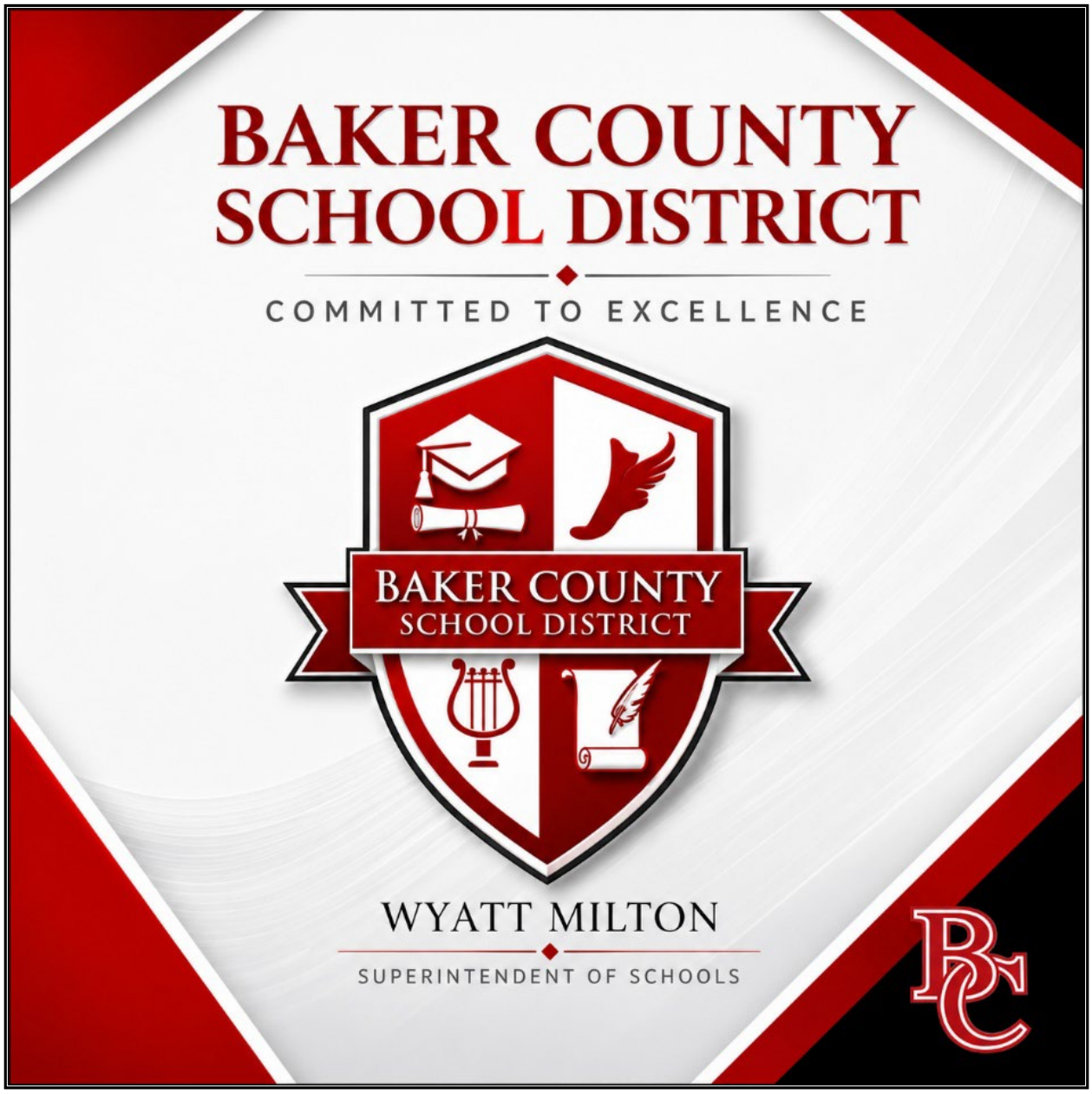
Thank you for your consideration of this request. Please do not hesitate to reach out to me with any questions or concerns.

Sincerely,

Thomas Hill
904.259.0427

EMPLOYEE HANDBOOK

2026 – 2027 SCHOOL YEAR



Last revised: 07/08/2026

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I. Welcome to the Baker County School District

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

Dear Employee,

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

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

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

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

May God bless you,

Wyatt Milton
Superintendent of Schools

WM/fdr

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

DISTRICT SCHOOL BOARD MEMBERS

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

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

HANDBOOK DISCLAIMER

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

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

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

EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION STATEMENT

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

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

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

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

ADA / SECTION 504 / EQUITY COORDINATOR NOTICE

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

The Baker County School District does not discriminate on the basis of disability in admission to its programs, services, or activities, access to them, treatment of individuals with disabilities, or

in any aspect of their operations. The Baker County School District also does not discriminate on the basis of disability in its hiring or employment practices.

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

Questions, complaints or requests for additional information regarding ADA and Section 504 may be forwarded to:	If you believe that you have been discriminated against in any manner, please contact:
Alice Schmitges Director of Exceptional Student Education and Student Services 420 South Eighth Street Macclenny, Florida 32063 (904) 259-7825 (Office) (904) 259-9099 (Fax)	**Thomas Hill** District Equity Coordinator and Associate Superintendent of Human Resources 270 South Boulevard East Macclenny, Florida 32063-2799 904-259-0404 (Office) 904-259-1387 (Fax)

TITLE IX INFORMATION

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

Title IX states:

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

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

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

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

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

TITLE IX CONTACTS

District Coordinator

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

District Contacts

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

School Contacts

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

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

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

VISION STATEMENT

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

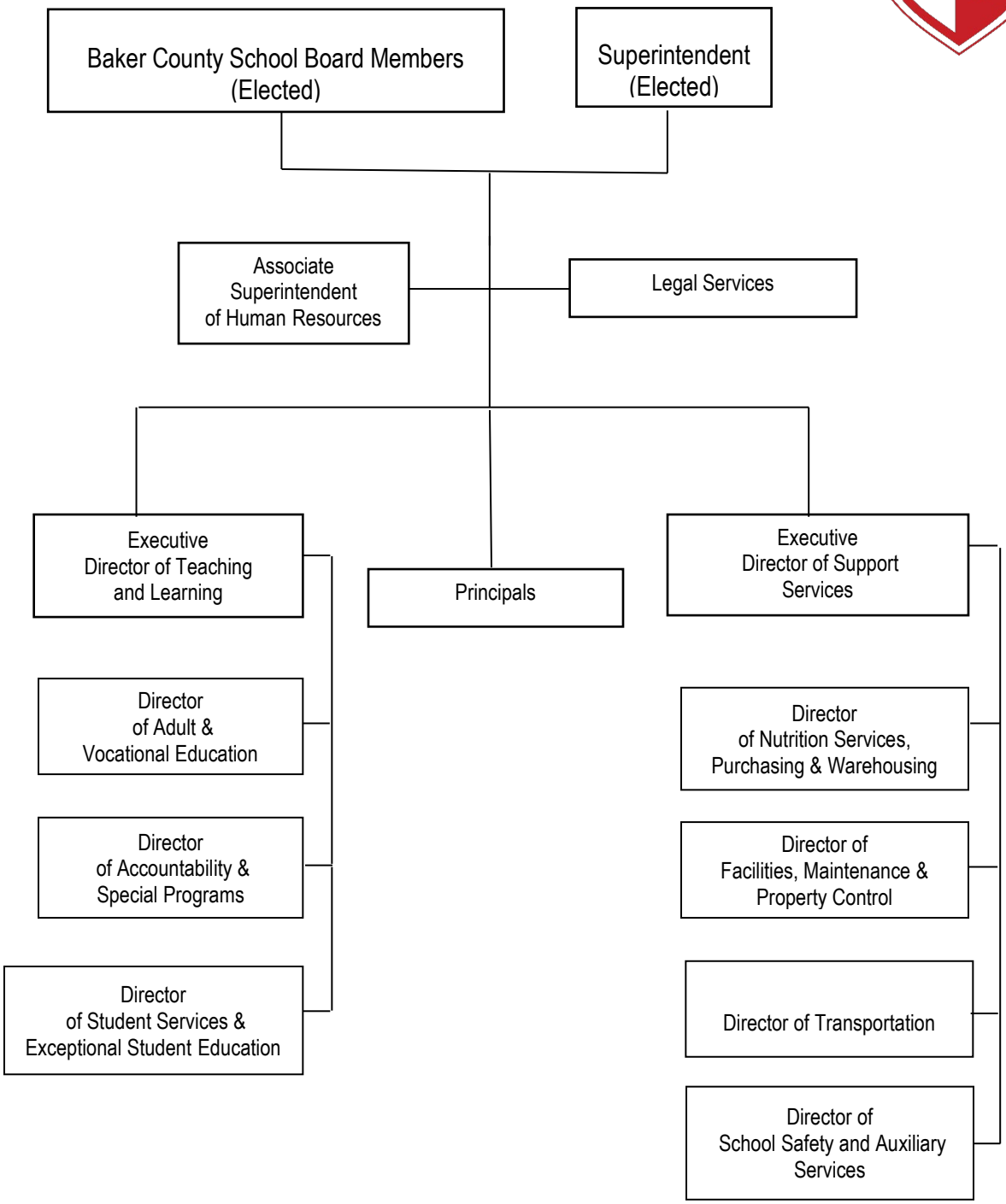
MISSION STATEMENT

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

2026-27 DISTRICT GOALS

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

ORGANIZATIONAL ALIGNMENT



SCHOOL BOARD MEMBERS

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

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

II. District Directory and Important Information

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

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

PERSONNEL/ CERTIFICATION/ EDUCATION FOUNDATION
Thomas Hill, Human Resources (thomas.hill@bakerk12.org) ---------- 259-0427

CURRICULUM (Pre-K-12) / TEACHER INSERVICE / TESTING/ SCHOOL IMPROVEMENT
Carrie Dopson, Exec. Director of Teaching and Learning (carrie.dopson@bakerk12.org) 259-0408
Joy Sirk, Executive Secretary (joy.sirk@bakerk12.org) ---------- 259-0404

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

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

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

ACCOUNTS PAYABLE / PURCHASE ORDERS / REQUISITIONS
Melanie Watson, Finance Aide (melanie.watson@bakerk12.org) ---------- 259-2254

ACCOUNTS RECEIVABLE
Jesicca Wilchar, Finance Aide (jesicca.wilchar@bakerk12.org) ---------- 259-0415

TRAVEL REIMBURSEMENT / PURCHASE ORDERS / REQUISITIONS
Melanie Watson, Finance Aide (melanie.watson@bakerk12.org) ---------- 259-0417

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

PERSONNEL / FINGERPRINTING / DRUG SCREENING /CERTIFICATION/SUBSTITUTES
Ashley McGlew, Certification Specialist (ashley.mcglew@bakerk12.org) ---------- 259-0426

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

INSURANCE / EMPLOYEE BENEFITS
Amy Stalvey, Finance Aide (amy.stalvey@bakerk12.org) ---------- 259-3813

DIRECTORY OF SERVICES (continued)

NUTRITION SERVICES / PURCHASING & WAREHOUSING
Tonya Tarte, Director (tonya.tarte@bakerk12.org) ---------- 259-4330
Kristie Shook, Secretary (Free and Reduced Meals) (kristie.shook@bakerk12.org) ----- 259-4330
Greg Williams (Warehouse) ---------- 259-0425
Cindy Scott, SFS Coordinator (cynthia.scott@bakerk12.org) ---------- 259-0425

MIS / DATA PROCESSING - STAFF & FINANCE
Marybeth Windham, Specialist/ Manager, Data Proc. (mary.windham@bakerk12.org) -- 259-0421

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

TITLE I / ESOL
Fax----------259-6847
523 West Minnesota Way, Macclenny

Traci Wheeler, Program Specialist (traci.wheeler@bakerk12.org) ---------- 259-3367 / 259-6776
Laura Cline, Secretary (laura.cline@bakerk12.org) ---------- 259-3367 / 259-6776
Dianna Hinson, McKinney-Vento Program (dianna.hinson@bakerk12.org) ---------- 259-6704

CAREER/ADULT EDUCATION----------259-0403
Fax----------259-0378
418 South Eighth Street, Macclenny

Carrie Dopson, Director of Career & Adult Education (carrie.dopson@bakerk12.org)---- 259-0408
Brandy Davis, Career & Adult Education Secretary (brandy.davis@bakerk12.org) ------- 259-0406
Megan Waltman, Reports Coordinator (megan.waltman@bakerk12.org) ---------- 259-0403

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

EXCEPTIONAL STUDENT EDUCATION / STUDENT SERVICES
Alice Schmitges, Director (alice.schmitges@bakerk12.org) ---------- 259-7825
Heather Branch, Staffing Specialist (heather.branch@bakerk12.org) ---------- 259-2784
Ellen Deel, Staffing Specialist (ellen.deel@bakerk12.org) ---------- 259-0480
Cheryl McCreary, Secretary (cheryl.mccreary@bakerk12.org) ---------- 259-0435
Angie Crews, Secretary (angela.crews@bakerk12.org) ---------- 259-0437

SCHOOL PSYCHOLOGY
Lara Manalo, Psychologist (lara.manalo@bakerk12.org) ---------- 259-0439

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

DIRECTORY OF SERVICES (continued)

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

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

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

MAINTENANCE/AUXILIARY SERVICES
Melissa Goodwin, Secretary (melissa.goodwin@bakerk12.org) ---------- 259-3931
Fax ---------- 259-8930

AUXILIARY SERVICES / SCHOOL SAFETY
Steve Cannon, Director (steve.cannon@bakerk12.org) ---------- 259-0432
Mary Hodges (mary.hodges@bakerk12.org)

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

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

FAMILY SERVICE CENTER-ON-SITE AGENCIES
Fax (for all on-site agencies)---------- 259-9169
Child Care Resources & Referral/Episcopal
Eryss Meguia---------- 259-4225
Domestic Violence
Kacey Keister ---------- 259-2009
Head Start Family Service Worker / Episcopal Children's Services
Jamie Rich ---------- 259-8162
The Women's Center
Hope Timoney ---------- 718-5242

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

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

BAKER COUNTY EDUCATION ASSOCIATION
Debbie Crews, President (debra.crews@bakerk12.org) ---------- 259-2216 (wk.)
---------- 333-3733 (cell)
BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS
Amanda Nowlen, President (amanda.nowlen@bakerk12.org ------ 259-2216 (wk.) 525-6625 (cell)

SCHOOL CONTACT INFORMATION

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

Andy Giddens, Principal (andy.giddens@bakerk12.org)
Guidance Office ---------- 259-6280
Fax ---------- 259-4668

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

Angela Rhoden, Principal (angela.rhoden@bakerk12.org)
Guidance Office ---------- 259-7938
Fax ---------- 259-0459

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

Naomi Anderson, Principal (naomi.anderson@bakerk12.org)
Guidance Office ---------- 259-4325
Fax ---------- 259-0306

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

Wendy Smith, Principal (wendy.smith@bakerk12.org)
Guidance Office ---------- 259-4817
Fax ---------- 259-1103

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

Lynn Green, Principal (lynn.green@bakerk12.org)
Guidance Office ---------- 259-0321
Fax ---------- 259-5172

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

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

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

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

SCHOOL BOARD MEETINGS

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

CITIZEN INPUT

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

DISTRICT WEBSITE

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

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

HUMAN RESOURCES CONTACT

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

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

EMPLOYEE BENEFITS CONTACT

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

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

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

III. 2026 – 2027 Calendars and Work Schedules

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

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

2026–2027 SCHOOL YEAR IMPORTANT DATES AT A GLANCE

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

Student Holidays (No School)

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

Employee Holidays (Schools Closed - not necessarily paid holidays)

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

School Year Summary

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

EMPLOYEE PAYROLL SCHEDULE

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

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

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

BAKER COUNTY SCHOOL DISTRICT BELL SCHEDULES

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

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The following are the daily bell schedules of each school:

BAKER COUNTY HIGH SCHOOL (259-6286)
7:00 A.M. ..... Cafeteria Opens for Breakfast
7:25 A.M. ..... First Bell
7:30 A.M. ..... Tardy Bell
2:30 P.M... ..... Dismissal Bell

BAKER COUNTY MIDDLE SCHOOL (259-2226)
7:00 A.M. ..... Cafeteria Opens for Breakfast
7:25 A.M. ..... First Bell
7:29 A.M. ..... Tardy Bell
2:10 P.M. ..... Dismissal Bell

LEGACY ELEMENTARY SCHOOL (259-0300)
8:35 A.M. ..... Cafeteria Opens for Breakfast
8:35 A.M. ..... First Bell
8:55 A.M. ..... Warning Bell
9:00 A.M. ..... Tardy Bell
3:15 P M ..... Student Dismissal

MACCLENNY ELEMENTARY SCHOOL (259-2551)
8:35 A.M. ..... Cafeteria Opens for Breakfast
8:35 A.M. ..... First Bell
8:55 A.M. ..... Warning Bell
9:00 A.M. ..... Tardy Bell
3:15 P.M. .....Student Dismissal

WESTSIDE ELEMENTARY SCHOOL (259-2216)
8:35 A.M. ..... Cafeteria Opens for Breakfast
8:35 A.M. ..... First Bell
8:55 A.M. ..... Warning Bell
9:00 A.M. ..... Tardy Bell
3:15 P.M. .....Student Dismissal

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

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

BAKER COUNTY SCHOOL DISTRICT BELL SCHEDULES (CONTINUED)

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

EACH SCHOOL WILL PROVIDE SUPERVISION TO ITS STUDENTS:

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

EARLY DISMISSAL BELL SCHEDULES:

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

PLC EARLY DISMISSAL BELL SCHEDULES:

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

IV. Employment and Professional Expectations

EMPLOYEE EXPECTATIONS

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

PERSONNEL FILES OF STAFF

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

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

CONFIDENTIAL STUDENT RECORDS ACCESS

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

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

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

> I understand that in the course of my work in this building, I will be exposed to information that is confidential in nature. I will not discuss any of this information with anyone, including members of my own family, outside this building. Additionally, I will not discuss this information in open environments during the regular school day and/or during school activities where the confidentiality of a situation may be jeopardized (teachers' lounge, field trips, school programs, classroom parties, etc.). I understand that for reasons of privacy and safety, any information which belongs to the school district or information about staff or students (including personal contact information) may not be copied onto a portable storage device of any type which includes but is not limited to:
>
> USB attached drives (Zip, thumb, SD memory cards, etc.…)
> Recordable Compact Disk or DVD
> Any mp3 Device configured for file storage
> Portable hard disk drives

DAILY LESSON PLANS

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

PARAPROFESSIONAL REQUIREMENTS

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

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

RESPECT AND CIVILITY STATEMENT

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

1. District staff will treat students, parents, fellow staff members, and members of the public with respect and will expect the same in return.

2. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.

3. Volatile, hostile, or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

4. These expectations are for all school activities, including athletic events, extra-curricular activities, school programs, etc. If civility is not followed, the person/persons causing incivility will be asked to leave the premises and could be banned from further visits to school property.

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

BCSD Policy 5.101 (lll A.B.C.)
Authority: F.S. 1001.41 (1)

ETHICS, GIFTS, AND CONFLICTS OF INTEREST

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

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

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

TEACHER BILL OF RIGHTS

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

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

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

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

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

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

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

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

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

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

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

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

EMPLOYEE-STUDENT PROFESSIONAL BOUNDARIES

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

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

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

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

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

Employees should:

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

Employees are personally responsible for content they publish online.

STANDARDS OF PROFESSIONAL CONDUCT

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

Employees are expected to:

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

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

PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

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

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

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

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

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

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.

4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.

7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend.

8. Shall not intentionally violate or deny a student's legal rights.

9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.

10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.

11. Shall not exploit a relationship with a student for personal gain or advantage.

12. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

(d) A certificate holder serving as a school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless the certificate holder or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S., the material is unavailable to students based upon school board polices adopted to implement Section 1006.28(2)(d), F.S., or it was determined under the district's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.

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

V. Student Safety and Legal Responsibilities

REPORTING CHILD ABUSE

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

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

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

REPORTING EDUCATOR MISCONDUCT

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

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

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

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

REPORTING FRAUD

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

- Falsifying or unauthorized altering of District documents.

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

SELF-REPORTING RULE

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

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

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

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

(a) **Felony offenses**:

1. Section 782.04, F.S., relating to murder.
2. Section 782.07, F.S., relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated manslaughter of a child, or aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic.
3. Section 787.01, F.S., relating to kidnapping.
4. Section 787.025, F.S., relating to luring or enticing a child.
5. Section 787.04(2), F.S., relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending custody proceedings.
6. Section 787.04(3), F.S., relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor.
7. Section 794.011, F.S., relating to sexual battery.
8. Section 794.05, F.S., relating to unlawful sexual activity with certain minors.

9. Section 796.04, F.S., Forcing, compelling, or coercing another to become a prostitute;
10. Section 796.05 F.S., Deriving support from the proceeds of prostitution;
11. Section 800.101 F.S., Offenses against students by authority figures;
12. Section 796.06 F.S., Renting space to be used for lewdness, assignation, or prostitution; and
13. Section 796.07 F.S., Prohibiting prostitution and related acts.
14. Section 825.1025, F.S., relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person.
15. Section 827.071, F.S., relating to sexual performance by a child.

(b) **Misdemeanor offenses**:

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

FLORIDA'S RECORDING LAW

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

Florida's recording law is a two-party consent law. Under Florida Statute 934.03, secretly audio recording another individual is a third-degree felony offense. Use of recordings to extort is a separate felony offence. It is also a third-degree felony every time an individual shares the secretly recorded audio content. See BCSB Policy 3.22 for more information.

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

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

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

Employee Responsibilities

Employees are expected to:

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

Employees Should Not
Employees shall not:

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

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

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

SAFETY OF STUDENTS AND STAFF

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

WORKERS' COMPENSATION REPORTING

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

I. Mandatory Reporting Procedures

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

II. Treatment Protocols

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

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

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

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

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

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

CRISIS RESPONSE EXPECTATIONS

Every employee shares responsibility for maintaining a safe school environment.
Employees are expected to:
- Participate in required emergency preparedness training.
- Follow emergency response procedures.
- Cooperate during drills and actual emergencies.
- Immediately report unsafe conditions.

DISTRICT PROPERTY

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

VI. Workplace Conduct and Employee Safety

DRUG FREE WORKPLACE

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

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

EMPLOYEE ASSISTANCE PROGRAM (EAP)

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

ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME

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

USE OF BATHROOMS AND CHANGING FACILITIES

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

WEAPONS

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

2-MILLION-DOLLAR LIABILITY COVERAGE

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

VII. Harassment, Discrimination, and Employee Rights

TITLE IX POLICY - PROHIBITING SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION

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

BULLYING AND HARASSMENT

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

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

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

There are three types of bullying:

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

Included in these types of bullying are nonverbal, verbal and physical behaviors. These behaviors may be perpetrated by an individual or by a group, and there may be multiple victims. Please refer to the following summary of the Bullying and Harassment BCSB Policy 5.101.

SUMMARY OF BCSB POLICY 5.101 – BULLYING AND HARASSMENT

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

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

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

Employees are expected to:

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

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

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

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

REASONABLE ACCOMMODATIONS

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

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

RELIGIOUS ACCOMMODATIONS

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

LACTATION ACCOMMODATIONS

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

VETERANS' RIGHTS

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

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

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

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

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

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

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

USERRA provides eligible employees with the following rights:

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

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

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

VIII. Technology and Communications

NETWORK/INTERNET ACCEPTABLE USE PROCEDURE

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

NETWORK WARNING

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

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

GENERAL POLICY AND GUIDELINES

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

Guideline 1
Acceptable uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their needs and which take advantage of the network's functions: electronic mail, conferences; access to databases, bulletin boards, and access to the internet.

Guideline 2
Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with students' rights to privacy;
2. Using profanity, obscenity, or other language, which may be offensive to another user;
3. Reposting personal communication without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Using the network for financial gain or for any commercial or illegal activity;

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

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

Guideline 4
Classroom teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network, they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, email etiquette, and approved and intended use of the network resources.

Guideline 5
The person, in whose name a logon identification is issued, is responsible at all times for its proper use. Users should be extremely careful with their passwords. Each employee will receive a unique user ID and password for each system to which the user is to be granted access. The employee's supervisor will be responsible for requesting the appropriate access based on the employee's job responsibilities. Employees are not to share their user ID and password with anyone. **Employees must take every precaution to secure access to IDs and passwords from unauthorized use.**

Guideline 6
Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Guideline 7
Network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network managers take every possible precaution to safeguard the privacy of email, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users

may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

Guideline 8
Signed teacher, parent, student, and employee contracts are required for network/internet access through the Baker County School District.

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

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

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

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

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

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

(b) If the offense is committed for the purpose of devising or executing any scheme or artifice to defraud or to obtain any property, the person commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

F.S. 815.045 Trade Secret Information

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

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

(1) As used in this section, the term "user" means a person with the authority to operate or maintain a computer, computer system, computer network, or electronic device.

(2) A person commits an offense against users of computers, computer systems, computer networks, or electronic devices if he or she willfully, knowingly, and without authorization or exceeding authorization:

(a) Accesses or causes to be accessed any computer, computer system, computer network, or electronic device with knowledge that such access is unauthorized or the manner of use exceeds authorization;

(b) Disrupts or denies or causes the denial of the ability to transmit data to or from an authorized user of a computer, computer system, computer network, or electronic device, which, in whole or in part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another;

(c) Destroys, takes, injures, or damages equipment or supplies used or intended to be used in a computer, computer system, computer network, or electronic device;

(d) Destroys, injures, or damages any computer, computer system, computer network, or electronic device;

(e) Introduces any computer contaminant into any computer, computer system, computer network, or electronic device; or

(f) Engages in audio or video surveillance of an individual by accessing any inherent feature or component of a computer, computer system, computer network, or electronic device, including accessing the data or information of a computer, computer system, computer network, or electronic device that is stored by a third party.

(3) (a) Except as provided in paragraphs (b) and (c), a person who violates subsection (2) commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(b) A person commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084, if he or she violates subsection (2) and:

1. Damages a computer, computer equipment or supplies, a computer system, or a computer network and the damage or loss is at least $5,000;
2. Commits the offense for the purpose of devising or executing any scheme or artifice to defraud or obtain property;
3. Interrupts or impairs a governmental operation or public communication, transportation, or supply of water, gas, or other public service; or
4. Intentionally interrupts the transmittal of data to or from, or gains unauthorized access to, a computer, computer system, computer network, or electronic device belonging to any mode of public or private transit, as defined in s. 341.031.

(c) A person who violates subsection (2) commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084, if the violation:
1. Endangers human life; or
2. Disrupts a computer, computer system, computer network, or electronic device that affects medical equipment used in the direct administration of medical care or treatment to a person.

(4) A person who willfully, knowingly, and without authorization modifies equipment or supplies used or intended to be used in a computer, computer system, computer network, or electronic device commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(5) (a) In addition to any other civil remedy available, the owner or lessee of the computer, computer system, computer network, computer program, computer equipment or supplies, electronic device, or computer data may bring a civil action against a person convicted under this section for compensatory damages.

(b) In an action brought under this subsection, the court may award reasonable attorney fees to the prevailing party.

(6) A computer, computer system, computer network, computer software, computer data, or electronic device owned by a defendant that is used during the commission of a violation of this section or a computer or electronic device owned by the defendant that is used as a repository for the storage of software or data obtained in violation of this section is subject to forfeiture as provided under ss. 932.701-932.704.

(7) This section does not apply to a person who:

(a) Acts pursuant to a search warrant or to an exception to a search warrant authorized by law;

(b) Acts within the scope of his or her lawful employment; or

(c) Performs authorized security operations of a government or business.

(8) For purposes of bringing a civil or criminal action under this section, a person who causes, by any means, the access to a computer, computer system, computer network, or electronic device in one jurisdiction from another jurisdiction is deemed to have personally accessed the computer, computer system, computer network, or electronic device in both jurisdictions.

(9) This chapter does not impose liability on a provider of an interactive computer service as defined in 47 U.S.C. s. 230(f), information service as defined in 47 U.S.C. s. 153, or communications service as defined in s. 202.11 that provides the transmission, storage, or caching of electronic communications or messages of others; other related telecommunications or commercial mobile radio service; or content provided by another person.

815.07 This chapter is not exclusive. The provisions of this chapter shall not be construed to preclude the applicability of any other provision of the criminal law of this state which presently

applies or may in the future apply to any transaction which violates this chapter, unless such provision is inconsistent with the terms of this chapter.

NETWORK/INTERNET RESPONSIBILITY AGREEMENT

Please read the following carefully before signing the Network/Internet Acceptable Use agreement. This is a legally binding acknowledgement and must be signed before you will be given access to the network and/or the Internet.

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

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

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

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

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

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

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

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

MAIL GUIDELINES

Employees are reminded of the following related to email:

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

THINGS TO CONSIDER WHEN USING EMAIL . . .

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

THE FOUR W'S OF SENDING AN EMAIL

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

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

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

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

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

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

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

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

1. Use of the electronic mobile device must adhere to the Baker County School District Acceptable Use Policy.

2. Mobile computing device users must login to the wireless network using their assigned username and password provided by the District.

3. The BYOD Agreement must be signed and submitted to your school's technology contact. For non-school facilities, submit forms to the district technology department.

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

1. Filter any network traffic.

2. Make determinations on whether specific uses of the electronic mobile device are consistent with the District's Acceptable Use Policy.

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

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

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

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

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

_____ _____
Name (printed) Date

_____
Signature

_____
Network Login (printed)

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

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

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

Employees are personally responsible for content they publish online.

ARTIFICIAL INTELLIGENCE (AI) USE AND GUIDELINES

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

Employees shall not:

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

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

IX. Human Resources and Employment Processes

INSTRUCTIONS FOR NEW EMPLOYEES

INSTRUCTIONAL APPOINTMENTS

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

NEW EMPLOYEE REQUIRED FORMS

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

- Employment Board Approval Form and other required forms

FINGERPRINTING

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

DRUG TESTING

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

EMPLOYMENT VERIFICATION

Verification of Experience - When a previous employer mandates that verification of experience be processed through a third-party vendor or charges fees to complete the experience verification, the employee shall be responsible for all related fees. These costs must be remitted to the district prior to the completion of the verification.

Verification of prior employment and experience must be initiated within an employee's first year of employment with the Baker County School District. Requests submitted after the first year will not be considered, and no additional years of experience will be awarded.

ATTENDANCE INCENTIVE

INSTRUCTIONAL PERSONNEL

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

NON-INSTRUCTIONAL PERSONNEL

School Related Employees, who do not use sick or personal leave during any instructional quarter, shall receive an incentive of $200.00 (before deductions) within thirty working days of the end of the instructional quarter. To initiate the receipt of this incentive, school related employees, who qualify, must notify their building principals/supervisors in writing or via email, within ten working days of the end of the instructional quarter. Approved Temporary Duty Leave, approved Illness-in-Line-of-Duty, and approved Association Leave shall not affect a school-related employee's perfect attendance. Permanent part-time employees shall receive $100 per instructional quarter for perfect attendance. Employees who earn annual leave are not eligible for this incentive. Any District-employed bus driver who completes all scheduled transportation routes assigned during a pay period without requiring route coverage by another employee will receive a $50 bonus, which will be included in that pay period's payroll check.

EMPLOYEES AS VOLUNTEERS

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

TRANSFERS

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

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

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

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

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

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

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

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

REASSIGNMENTS

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

RESIGNATIONS

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

TRAVEL REIMBURSEMENT PROCEDURES

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

X. Leave, Benefits, and Compensation

SICK LEAVE

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

PERSONAL LEAVE

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

BEREAVEMENT LEAVE

For the death of a father, mother, brother, sister, husband, wife, child, or member of immediate household, grandparents, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepbrother, stepsister, or stepchild of an employee, bereavement leave of three days (per year) shall be granted. Leave shall be granted upon request and may require the submission of a death certificate, written documentation from the funeral director, or other documentation that enables the Superintendent or designee to make a determination that the leave is appropriate. Bereavement leave is not accruable from year-to-year and must be used within 14 calendar days, excluding holiday breaks, of the death. Additionally, it is not transferable or redeemable.

MILITARY LEAVE

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

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

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

USERRA provides eligible employees with the following rights:

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

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

JURY DUTY

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

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

OTHER LEAVE INFORMATON

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

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

UNPAID LEAVE

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

SCHOOL HOLIDAYS

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

EMERGENCY CLOSING OF SCHOOLS

There may be circumstances where the Superintendent may close schools or dismiss schools early due to emergency situations. Usually, these circumstances are related to severe weather or natural disasters. All schools and departments have emergency closing plans. Be sure to speak to your Principal/designee regarding your site's plan and your responsibilities in these types of situations.

TERMINAL PAY FOR SICK LEAVE

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

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

THE FAMILY AND MEDICAL LEAVE ACT (FMLA)
Revised February 2023

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

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

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

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

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

Download "The Employee Guide to the Family and Medical Leave Act" for more information about the FMLA, including how to request FMLA leave.

USING FMLA LEAVE
Eligible employees may take:
- Up to 12 workweeks of leave in a 12-month period for any FMLA leave reason except military caregiver leave, and
- Up to 26 workweeks of military caregiver leave during a single 12-month period.

Examples:
- Sheila works 32 hours a week at a shoe store. When Sheila needs to take FMLA leave for 12 weeks, she may use up to 32 hours of FMLA leave a week for 12 weeks.

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

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

Examples:

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

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

Examples:

- Sheila works for a shoe store that provides her with one week of paid vacation time every year. The store always requires employees to use their paid vacation time when they take time off from work for any reason, even if they are not taking a vacation. When Sheila takes 16 hours of FMLA leave because of her daughter's deployment with the Armed Forces to a foreign country, her employer pays her for her FMLA time off and deducts 16 hours from her one week of vacation time.
- When Chester needs FMLA leave for his own serious health condition, he uses paid sick leave that is part of his job benefits.
- The restaurant where Kayden works provides him with paid sick leave that he can use for his own health needs but not for family care. Kayden also has other paid time off (PTO) that he uses when he takes leave to care for his father who has a serious health condition.

Requesting FMLA leave. Employees do not have to specifically ask for FMLA leave but do need to provide enough information so the employer is aware the leave may be covered by the FMLA. Employees must provide notice to their employer as soon as possible and practical that they will need to use FMLA leave. For example, if an employee knows that they have a procedure for a serious medical condition scheduled in three weeks, the employee needs to provide notice to the employer as soon as the procedure is scheduled. Employers may ask for information from the heath care provider before approving FMLA leave and must allow 15 calendar days to provide

the information. In some circumstances, such as when the employee's health care provider is not able to complete the certification information timely, employees must be allowed additional time.

FMLA Leave Benefits and Protections

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

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

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

Special FMLA Rules for Some Workers

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

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

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

Returning service members are entitled to receive all rights and benefits of employment that they would have obtained if they had been continuously employed. Any period of absence from work due to USERRA-covered service counts toward an employee's months and hours of service requirements for FMLA leave eligibility.

Additional Protections

State Laws

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

Protection from Retaliation

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

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

Where to Obtain Additional Information
For additional information, visit our Wage and Hour Division Website: http://www.dol.gov/agencies/whd and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243)

WORKERS' COMPENSATION

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

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

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

Follow-Up Medical Treatment
1. The injured employee (or approved volunteer) shall attend all medical appointments related to the workplace injury. It is the responsibility of the injured employee (or approved volunteer) to notify the Risk Manager's office/Cost Center Supervisor and the medical provider if he/she cannot attend the appointment and/or to reschedule.
2. Whenever possible, follow-up medical appointments should take place before or after normal working hours. If an employee (or approved volunteer) must attend a scheduled medical appointment during normal working hours, only actual time for travel and the appointment will be approved. The employee must return to work if the workday has not ended.
3. Following any appointment or treatment for a workplace injury, the employee (or approved volunteer) shall immediately contact his/her supervisor or designee and provide current work

status documentation. The supervisor or designee will notify the Risk Management Office of the employee's (or approved volunteers) current work status.

Light Duty-Return to Work

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

Maximum Medical Improvement

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

Employees on "Lost Time" Status

1. "Lost Time" status is defined as any employee who misses work due to a job-related illness or injury which has been reported to the employer.
2. An employee who is on "Lost Time" status shall contact his/her supervisor/designee a minimum of once per week, excluding weekends and holidays, and update the supervisor on his/her condition.

3. Once an employee has been released to return to regular duty, he/she must notify his/her supervisor/designee by the next working day.
4. Employees who are on “Lost Time” status will be required to return all district property upon the request of his/her supervisor/designee.
5. An employee who fails to report a medical release by the authorized workers’ compensation physician to his/her supervisor/designee by the next working day or does not return district property at the request of the supervisor/designee may be subject to progressive discipline which may include termination.

RETIREMENT (FRS)

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

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

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

SOCIAL SECURITY

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

processing; data collection; tax reporting; criminal background checks, etc. The District may also use the Social Security Number for search purposes. F.S. 119.071(5).

FLORIDA RETIREMENT SYSTEM (FRS) RETIREE VOLUNTEER PROGRAM

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

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

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

Participation in the Retiree Volunteer Program does not exempt an individual from any Baker County School District volunteer requirements. FRS retirees must complete the applicable Florida Department of Revenue Retiree Volunteer Application (https://floridarevenue.com/Documents/1_Volunteer%20Application.pdf), District volunteer application process, satisfy all required background screening requirements for the level of volunteer service they will perform, comply with all School Board policies and administrative procedures, and sign in and out through the District's visitor management system each time they volunteer.

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

UNEMPLOYMENT COMPENSATION

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

EMPLOYEE BENEFITS OVERVIEW

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

XI. Required Employee Acknowledgements

Employee Handbook Acknowledgement and Declarations

Employee Name: _____

Position: _____

Work Location: _____

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

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

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Initials Employee Acknowledgement

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

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

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

Employee Certification

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

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

Employee Signature: _____

Printed Name: _____

Date: _____