

EXHIBIT TO MOU
BETWEEN THE SCHOOL BOARD AND THE COUNTY
FOR A FIRE AND RESCUE EDUCATIONAL PROGRAM AT ORANGE PARK HIGH SCHOOL
PROVIDED BY CCFR INSTRUCTOR

There is a great need for this program at Orange Park High School and in our community as CCFR is building 5 new fire stations and anticipates numerous retirements in the next few years.

1. The agreed upon courses/programs curriculum and expectations shall be taught by the Instructor and include: [Introduction to Fire Fighting \(8918200\)](#), [Emergency Medical Responder \(8417170\)](#) and [Medical Skills and Services \(8400320\)](#). Students shall be registered for classes and ready to go at the beginning of each school year.
2. The Instructor shall work the same as the Orange Park High School instructional contract/calendar. The Instructor is required to be in the classroom every school day. The CCFR shall have 2-3 of their team members go through the same fingerprinting/background checks so there are substitutes available who have clearance if the need arises.
3. The Instructor will serve as the teacher. CCFR shall work with Human Resources on getting the Instructor a district-issued certificate. The Coordinator of Teacher Support at the School District shall ensure the instructor's training includes but not limited to new teachers and/or long-term substitutes overview, mandatory reporting, handling harassment or bullying, etc.
4. CCFR equipment and School Board equipment shall be used by the Instructor and the Students. The Instructor shall receive permission slips from parents at the beginning of each School year due to the abnormal equipment and its risk.
5. The instructor will secure Field Trip Permission forms from parents for any off-school activities and/or "ride-alongs" prior to the student(s) participating. The Field Trip Permission slips should be submitted to the front office for retention per Florida retention guidelines.
6. The Instructor shall sign in & out for attendance documentation through the Raptor System located in the Front Office of the School. The Raptor System Attendance Report shall be submitted with the invoice when requesting payment.
7. The School District shall issue a Purchase Order and pay the County per the Government Prompt Payment Act after receipt of services & invoices. Invoices shall include the Raptor System Attendance Report.