

AGENDA

REGULAR SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

April 28, 2015

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS

ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
 - a. March 24, 2015, 4:30 p.m. – School Board Workshop
 - b. March 24, 2015, 6:00 p.m. – Regular School Board Meeting
 - c. March 31, 2015, 10:00 a.m. – Student Hearing
 - d. March 31, 2015, 11:00 a.m. – Student Hearing
 - e. March 31, 2015, 12:00 p.m. – Student Hearing
 - f. March 31, 2015, 2:00 p.m. – Student Hearing
 - g. March 31, 2015, 3:00 p.m. – Student Hearing
 - h. March 31, 2015, 4:00 p.m. – Student Hearing
 - i. April 1, 2015, 10:00 a.m. – Student Hearing
 - j. April 1, 2015, 11:00 a.m. – Student Hearing
 - k. April 1, 2015, 12:00 p.m. – Student Hearing
 - l. April 1, 2015, 2:00 p.m. – Student Hearing
 - m. April 1, 2015, 3:00 p.m. – Student Hearing

- n. April 2, 2015, 10:00 a.m. – School Board Workshop
- o. April 7, 2015, 4:00 p.m. – Student Hearing
- p. April 7, 2015, 5:00 p.m. – Student Hearing

ACTION REQUESTED: The Superintendent recommends approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #6**

- a. Personnel 2014 – 2015

ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number Six – **SEE PAGE #8**

Fund Source: 420 (Federal) Fund
Amount: \$1,807,563.34

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Federal Programs Purchase Orders - **SEE PAGE #14**

Fund Source: Federal
Amount: \$71,400.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Correction to Sivic Solutions Contract – **SEE PAGE #16**

Fund Source: General Fund Medicaid Revenues
Amount: Minimal – claiming service fixed quarterly price of \$175 per quarter with a maximum yearly cost of \$700; Fee For Service has a monthly price of \$400 for yearly reimbursements to the District of up to \$50,000 with additional payment of \$1,000 per year for every \$25,000 of additional revenue per year.

ACTION REQUESTED: The Superintendent recommends approval.

- c. Food Service Grant Equipment Purchase – **SEE PAGE #18**

Fund Source: Food Service Grant Fund 410
Amount: \$32,843.22

ACTION REQUESTED: The Superintendent recommends approval.

- d. Curriculum Associates - **SEE PAGE #20**

Fund Source: Federal
Amount: \$330,967.76

ACTION REQUESTED: The Superintendent recommends approval.

9. **STUDENT MATTERS – SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #85-1415-0211

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #86-1415-0211

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

Case #87-1415-0211

ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material

Case #89-1415-0211

ACTION REQUESTED: The Superintendent recommends approval.

10. **SCHOOL FACILITY/PROPERTY**

- a. Havana Elementary Property Sale Contract – **SEE PAGE #32**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. FDOT Sidewalk Project – Gretna Elementary School - **SEE PAGE #34**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. FDOT Sidewalk Project – Gretna Elementary School - **SEE PAGE #37**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- d. FDOT Sidewalk Project – Gretna Elementary School – **SEE PAGE #46**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- e. Request to Delete from Capital Assets and Process as follows:
 - 1. Vehicles #00-133 & 135 Sale for Salvage
 - 2. Vehicle #94-503 Wrecked (Total Lost) – Receive Check from Insurance Company **SEE PAGE #59**

Fund Source: Applicable Funds
Amount: \$119,044.00

ACTION REQUESTED: The Superintendent recommends approval.

- f. Request to Delete from Capital Assets – Furniture, Fixtures & Equipment (July 1, 2015 – March 12, 2015), and Sale to Recycling Company **SEE PAGE #66**

Fund Source: All Funds
Amount: \$68,686.67

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. School Field Trip Requests (Out-of-State) West Gadsden High School **SEE PAGE #89**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. School Field Trip Requests (Out-of-State) Havana Elementary School **SEE PAGE #101**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. School Field Trip Requests (Out-of-State) Gadsden Elementary Magnet School – **SEE PAGE #154**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS

- a. Request to Advertise – Notice of Intent to Amend a Policy – **SEE PAGE #162**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

13. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS

- a. Approval of School Board Policies 4111 (Designation of a New Position) and Number 4600 (Job Descriptions) – **SEE PAGE #224**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED; The Superintendent recommends approval.

14. FACILITIES UPDATE

15. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

16. SCHOOL BOARD REQUESTS AND CONCERNS

17. ADJOURNMENT

The School Board of Gadsden County

Reginald C. James

SUPERINTENDENT
OF SCHOOLS



"Building A Brighter Future"

35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
www.gcps.k12.fl.us

April 28, 2015

The School Board of
Gadsden County, Florida
Quincy, Florida 32351

Dear School Board Members:

I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 6A Instructional and Non-Instructional Personnel 2014-2015

The following reflects the total number of full-time employees in this school district for the 2014-2015 school term, as of April 28, 2015.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees April 2015</u>
Classroom Teachers and Other Certified	120 & 130	437.00
Administrators	110	50.00
Non-Instructional	150, 160, & 170	<u>402.00</u>
		889.00

Sincerely,

Reginald C. James
Superintendent of Schools

Audrey Lewis
DISTRICT NO. 1
Havana, FL 32333
Midway, FL 32343

Steve Scott
DISTRICT NO. 2
Quincy, FL 32351
Havana, FL 32333

Isaac Simmons, Jr.
DISTRICT NO. 3
Chattahoochee, FL 32332
Greensboro, FL 32330

Charlie D. Frost
DISTRICT NO. 4
Gretna, FL 32332
Quincy, FL 32352

Roger P. Milton
DISTRICT NO. 5
Quincy, FL 32351

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2014/2015

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Galloway, Tiresha	JASMS	Teacher	03/23/2015

REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:

LEAVE

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Forehand, Reginald	WGHS/Teacher	04/01/2015	03/31/2015
Lanier, Tron	Transportation	04/22/2015	05/29/2015
Tindell, Melinda	JASMS/Teacher	02/19/2015	05/04/2015

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Battles, Tyeshia	GBES	Ed. Paraprofessional	03/13/2015
Cunningham, Rhonda	EGHS	Teacher	03/13/2015
Fagg, Willie	GWM	Ed. Paraprofessional	03/05/2015
Johnson, Dewayne	JASMS	Teacher	04/10/2015

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Ford, Hezekiah	CPA/Teacher	GEMS/Teacher	03/30/2015
McKinnon, Bettye	GEMS/Teacher	CPA/Teacher	03/30/2015

D.R.O.P. RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Blake, Randolph	Transportation	Bus Driver	05/31/2015
Hester, Lillianne	GBES	Teacher	03/31/2015
Jackson, Eva	Transportation	Bus Driver	05/31/2015

RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Taylor, Michelle	WGHS	Media Specialist	04/07/2015

TERMINATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Rivera, Josie	HES	Teacher	03/31/2015

Substitutes

<u>Teacher</u>	<u>SFS</u>	<u>Custodial</u>
Shoy, Briceyda	Scott, Emma	Scott, Emma

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEMS: Budget Amendment Number Six

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for this budget amendment that increases budget based on the 13-14 approved roll forward by \$767,369.34 for Title I and \$5,879 for Perkins-Secondary and for the increase in the Head Start grant by \$1,034,315.00. It also moves budget by function and object based on actual expenditures.

FUND SOURCE: 420 (Federal) Fund

AMOUNT: \$ 1,807,563.34

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

Supporting documentation for this requested budget amendment is available in the business office for inspection.

Gadsden County School Board
 Estimated Revenue
 Budget Amendment Six

FUND 420 REVENUE OBJECT	BEGINNING ESTIMATED REVENUE 3/11/2015	BUDGET AMENDMENT NUMBER SIX	ENDING ESTIMATED REVENUE 4/13/2015
199	\$ 2,258,462.09	\$ 1,034,315.00	\$ 3,292,777.09
201	\$ 172,712.33	\$ 5,879.00	\$ 178,591.33
225	\$ 532,336.67	\$ -	\$ 532,336.67
230	\$ 1,798,279.70	\$ -	\$ 1,798,279.70
240	\$ 3,895,223.18	\$ 767,369.34	\$ 4,662,592.52
290	\$ 805,002.57	\$ -	\$ 805,002.57
TOTALS	\$ 9,462,016.54	\$ 1,807,563.34	\$ 11,269,579.88

**Gadsden County School Board
420 (Federal) Fund Appropriations
Six**

420 FUND		BUDGET		
FUNCTION/ OBJECT		BUDGET BALANCE 3/11/2015	AMENDMENT NUMBER SIX	BUDGET BALANCE 4/13/2015
5100	100	\$ 274,515.67	\$ (54,841.21)	\$ 219,674.46
	200	\$ 100,514.82	\$ (730.37)	\$ 99,784.45
	300	\$ 323,505.91	\$ 82,782.83	\$ 406,288.74
	500	\$ 638,749.29	\$ 52,136.77	\$ 690,886.06
	600	\$ 14,000.00	\$ 302,786.21	\$ 316,786.21
	700	\$ -	\$ -	\$ -
	FUNCTOTAL		\$ 1,351,285.69	\$ 382,134.23
5200	100	\$ 457,962.83	\$ (1,180.00)	\$ 456,782.83
	200	\$ 168,552.22	\$ (73.24)	\$ 168,478.98
	300	\$ 212,506.83	\$ -	\$ 212,506.83
	500	\$ 8,631.00	\$ -	\$ 8,631.00
	600	\$ 13,375.00	\$ -	\$ 13,375.00
	700	\$ 1,000.00	\$ -	\$ 1,000.00
	FUNCTOTAL		\$ 862,027.88	\$ (1,253.24)
5300	100	\$ -	\$ -	\$ -
	200	\$ -	\$ -	\$ -
	300	\$ 22,802.84	\$ (500.00)	\$ 22,302.84
	500	\$ 22,365.00	\$ -	\$ 22,365.00
	600	\$ 20,942.60	\$ 5,879.00	\$ 26,821.60
	700	\$ 14,722.93	\$ -	\$ 14,722.93
	FUNCTOTAL		\$ 80,833.37	\$ 5,379.00
5500	100	\$ 998,848.12	\$ 412,508.36	\$ 1,411,356.48
	200	\$ 240,165.83	\$ 138,521.17	\$ 378,687.00
	300	\$ 46,620.28	\$ -	\$ 46,620.28
	500	\$ 53,368.18	\$ 47,662.11	\$ 101,030.29
	700	\$ 100.00	\$ -	\$ 100.00
	FUNCTOTAL		\$ 1,339,102.41	\$ 598,691.64
5900	100	\$ 292,517.50	\$ 21,399.61	\$ 313,917.11
	200	\$ 53,643.88	\$ 3,321.59	\$ 56,965.47
	300	\$ 97,223.42	\$ (3,681.71)	\$ 93,541.71
	400	\$ -	\$ -	\$ -
	500	\$ 46,757.35	\$ (342.07)	\$ 46,415.28
	700	\$ -	\$ 7,500.00	\$ 7,500.00
	FUNCTOTAL		\$ 490,142.15	\$ 28,197.42

**Gadsden County School Board
420 (Federal) Fund Appropriations
Six**

6100	100	\$	622,254.93	\$	118,830.92	\$	741,085.85
	200	\$	128,623.35	\$	25,538.42	\$	154,161.77
	300	\$	184,736.31	\$	35,964.53	\$	220,700.84
	500	\$	99,271.92	\$	(2,642.31)	\$	96,629.61
	600	\$	-	\$	973.82	\$	973.82
	700	\$	3,308.88	\$	-	\$	3,308.88
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,038,195.39	\$	178,665.38	\$	1,216,860.77
6200	100	\$	1,000.00	\$	(1,000.00)	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	8,700.00	\$	20,560.00	\$	29,260.00
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	40,000.00	\$	40,000.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	9,700.00	\$	59,560.00	\$	69,260.00
6300	100	\$	728,799.17	\$	96,043.89	\$	824,843.06
	200	\$	186,854.35	\$	27,565.40	\$	214,419.75
	300	\$	217,007.49	\$	4,059.60	\$	221,067.09
	400	\$	-	\$	-	\$	-
	500	\$	90,081.36	\$	19,843.03	\$	109,924.39
	600	\$	9,902.02	\$	2,000.00	\$	11,902.02
	700	\$	34,299.68	\$	1,600.00	\$	35,899.68
FUNCTOTAL		\$	1,266,944.07	\$	151,111.92	\$	1,418,055.99
6400	100	\$	700,723.65	\$	(87,499.17)	\$	613,224.48
	200	\$	121,928.79	\$	1,276.81	\$	123,205.60
	300	\$	323,799.30	\$	398,732.00	\$	722,531.30
	400	\$	-	\$	-	\$	-
	500	\$	147,615.13	\$	(36,921.94)	\$	110,693.19
	600	\$	-	\$	-	\$	-
	700	\$	73,968.00	\$	47,284.07	\$	121,252.07
FUNCTOTAL		\$	1,368,034.87	\$	322,871.77	\$	1,690,906.64
6500	100	\$	42,000.00	\$	(38,500.00)	\$	3,500.00
	200	\$	11,708.08	\$	(9,756.70)	\$	1,951.38
	300	\$	73,988.73	\$	(433.84)	\$	73,554.89
	500	\$	-	\$	-	\$	-
	600	\$	28,525.00	\$	247.82	\$	28,772.82
FUNCTOTAL		\$	156,221.81	\$	(48,442.72)	\$	107,779.09

**Gadsden County School Board
420 (Federal) Fund Appropriations
Six**

7200	100	\$	30,500.16	\$	15,733.77	\$	46,233.93
	200	\$	9,790.15	\$	4,876.45	\$	14,666.60
	300	\$	503.57	\$	-	\$	503.57
	700	\$	292,448.79	\$	26,402.66	\$	318,851.45
FUNCTOTAL		\$	333,242.67	\$	47,012.88	\$	380,255.55
7300	100	\$	49,750.00	\$	(3,602.90)	\$	46,147.10
	200	\$	9,151.31	\$	-	\$	9,151.31
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	58,901.31	\$	(3,602.90)	\$	55,298.41
7400	300	\$	37,157.35	\$	-	\$	37,157.35
	600	\$	461,974.00	\$	-	\$	461,974.00
FUNCTOTAL		\$	499,131.35	\$	-	\$	499,131.35
7600	100	\$	1,000.00	\$	39.12	\$	1,039.12
	200	\$	186.17	\$		\$	189.05
FUNCTOTAL		\$	1,186.17	\$	42.00	\$	1,228.17
7700	100	\$	127,890.18	\$	(1,814.94)	\$	126,075.24
	200	\$	35,186.11	\$	75.11	\$	35,261.22
	300	\$	14,406.16	\$	341.32	\$	14,747.48
	500	\$	214.84	\$	-	\$	214.84
	600	\$	2,000.00	\$	1,128.08	\$	3,128.08
	700	\$	2,186.00	\$	-	\$	2,186.00
FUNCTOTAL		\$	181,883.29	\$	(270.43)	\$	181,612.86
7800	100	\$	93,900.74	\$	15,966.04	\$	109,866.78
	200	\$	28,674.93	\$	8,219.54	\$	36,894.47
	300	\$	120,958.58	\$	(1,481.50)	\$	119,477.08
	400	\$	243.73	\$	-	\$	243.73
	500	\$	854.67	\$	-	\$	854.67
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	244,632.65	\$	22,704.08	\$	267,336.73
7900	100	\$	15,047.48	\$	(165.99)	\$	14,881.49
	200	\$	2,710.09	\$	(4.18)	\$	2,705.91
	300	\$	91,405.03	\$	33,172.07	\$	124,577.10
	400	\$	9,792.13	\$	-	\$	9,792.13
	500	\$	21,231.47	\$	970.86	\$	22,202.33
FUNCTOTAL		\$	140,186.20	\$	33,972.76	\$	174,158.96

**Gadsden County School Board
420 (Federal) Fund Appropriations
Six**

8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	1,632.00	\$	-	\$	1,632.00
	500	\$	1,983.45	\$	-	\$	1,983.45
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	3,615.45	\$	-	\$	3,615.45
8200	100	\$	-	\$	209.77	\$	209.77
	200	\$	-	\$	30.47	\$	30.47
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	240.24	\$	240.24
9100	100	\$	28,178.39	\$	23,531.03	\$	51,709.42
	200	\$	8,571.42			\$	15,589.70
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	36,749.81	\$	30,549.31	\$	67,299.12
GRANDTOTAL		\$	9,462,016.54	\$	1,807,563.34	\$	11,269,579.88

J. Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEM: Federal Programs Purchase Orders

DIVISION: Federal

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

<u>Vendor</u>	<u>PO#</u>	<u>Fund</u>	<u>Amount</u>
Edmentum, Inc.	187663	420	\$ 71,400.00

FUND SOURCE: Federal

AMOUNT: \$ 71,400.00

PREPARED BY: Rose Raynak *RR*

POSITION: Director of Federal Programs

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
4-3-2015

PURCHASE ORDER NO.
187663

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VE01730000	SHIP TO THIS ADDRESS
EDMENTUM, INC. 5600 W 83rd ST, STE. 300 BLOOMINGTON, MN 55437	FEDERAL PROGRAMS-GADSDEN COUNTY SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY, FL 32351

PRINCIPAL / SUPERVISOR <i>Rosalyn A. Smith</i>	COMPTROLLER <i>Kim Ferree</i>	SUPERINTENDENT <i>Reginald C. Jones</i>
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

BOARD APPROVED / /

WHAT:	PURCHASE OF LICENSES FOR EDOPTIONS ACADEMY FOR EGH, WGH & CPA	\$1400.00	71,400.00
COST:	\$200/CREDIT PER STUDENT-7 CREDITS/STNT		
	EGH - 31 STUDENTS = \$43,400.00		
	CPA - 11 STUDENTS = \$15,400.00		
	WGH - 9 STUDENTS = \$12,600.00		
TERM:	12 MONTH LICENSES		

PAY TERMS: NET 30

TOTAL: 71,400.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL:	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
420	5100	360	0071	4221250	100	43,400.00	
420	5100	360	0051	4221250	100	12,600.00	
420	5100	360	0231	4221256	100	15,400.00	

VENDOR

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEMS: Correction to Sivic Solutions Contract

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approved the correct page to the Sivic Solutions Contract.

FUND SOURCE: General Fund Medicaid Revenues

AMOUNT: Minimal – claiming service fixed quarterly price of \$175 per quarter with a maximum yearly cost of \$700; Fee For Service has a monthly price of \$400 for yearly reimbursements to the District of up to \$50,000 with additional payment of \$1,000 per year for every \$25,000 of additional revenue per year.

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMANS'S SIGNATURE: page(s) numbered _____
Be sure that the Comptroller has signed the budget page.

Exhibit 1: Pricing Sheet

SSG's price model includes a combination of a fixed monthly price, and additional payment amounts after the current revenue numbers are surpassed.

Base Price for Medicaid school billing services -- **\$400 (Four Hundred Dollars)** per month or **\$4,800 (Four Hundred Eighty Dollars)** per year for up to \$50,000 dollars of revenue received over each 12 month period.

Additional Payment -- **\$1,000 (One Thousand Dollars)** per year, for every \$25,000 of additional revenue per year to the District.

The revenue calculation will be based on the claims submitted from July to June each year (For example, July 1, 2015 to June 30, 2016 for the first year).

The District will NOT be charged any additional amount for system setup and initial training of the providers using our system.

The Table below provides the break-down of the additional annual amount charged to the District based on the Medicaid reimbursement revenues. The base amount charged to the District will be **\$400 (Four Hundred Dollars)** per month.

Item#	Gadsden County Schools, Florida is to pay the additional annual amount not to exceed	For annual Medicaid reimbursement revenues received up to
1	\$0	\$0.00 to \$50,000
2	\$1,000	\$50,001 to \$75,000
3	\$2,000	\$75,001 to \$100,000
4	\$3,000	>\$100,001

Invoice and Payment Schedule:

SSG proposes to submit an invoice for a fixed amount of \$400 after the end of each month, payable with NET 30 day terms. At the end of each school year (June), a report will be generated to identify the total revenue for the District during the year. If applicable, a yearly invoice for the difference in amount will be submitted based on the revenue numbers.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEMS: Food Service Grant Equipment Purchase

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve purchase order (PO 187649) for equipment purchases on the recently received food service grant.

FUND SOURCE: Food Service Grant Fund 410

AMOUNT: \$32,843.22

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMANS'S SIGNATURE: page(s) numbered

Be sure that the Comptroller has signed the budget page.

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

04/03/15

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

187649

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR FC07000000 CENTRAL RESTAURANT PRODUCTS 7750 GEORGETOWN RD INDIANAPOLIS IN 46268	SHIP TO THIS ADDRESS SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351
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PRINCIPAL / SUPERVISOR	COMPTROLLER 	SUPERINTENDENT
------------------------	--	----------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
NSLP EQUIPMENT GRANT 2014				
	QUOTE#	10958780		
	FINISH:	FREE STANDING UNIT SHELLY GLAS		
3	STAINST	3HOT/1COLD-96" UNIT, CUSTOM		
		000-400XL2W3 SH3CR-96-B, SS	9397.00	28191.00
3		000G299XL2W3 S FOR DETAILS	1410.10	4230.30
	**	TAX EXEMPT CERTIFICATE INCLUDED		
	DELIVER	SHIPPING TO (1) LOCATION: 203 MARTIN LUTHER KING JR BLVD QUINCY, FL 32351		
1		X	421.92	421.92

PAY TERMS: NET 30

TOTAL 32,843.22

All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
 If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.

Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	32,421.30 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
410	7600	641	0061	4102015		10807.10	
410	7600	641	0141	4102015		9499.94	
410	7600	641	0141	0704		1307.16	
410	7600	641	0071	4102015		4869.00	
410	7600	641	0071	0709		5938.10	

SUMMARY SHEET

Rubente

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEM: Curriculum Associates

DIVISION: Federal

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

For Disclosure Purposes:

Curriculum Associates (i-Ready) is licensed adaptive e-learning system that has been previously approved by the Board to support the district adopted textbook (basal) programs. In September 2014, the Board approved a major investment in this e-Learning system and its respective consumable materials. The district also invested heavily in professional development for teachers and school administrators to properly implement the program and analyze diagnostic results. The implementation of this initiative is well under way and is producing results in academic proficiency in both reading and math.

With the new Florida Standards, there have been several new additions to the consumables of the program, especially the addition of Writing materials to help implement the new focus of Florida Standards. As the Florida Department of Education has been enhancing its resources through CPalms for the new Florida Standards, i-Ready has also been adding lexile and quantile measures to their resources that reflect what FDOE is recommending for benchmark instruction and program foci. The additional resources being requested at this time will be used after the state assessment for the remainder of the school year and into the summer to further implement a targeted data-driven, differentiated program of instruction for children who still need more help in academic areas. I-Ready provides reliable growth metrics that optimize administrative decision making for long-term performance improvements at the school level.

This is an expansion of the current agreement with Curriculum Associates. Curriculum Associates has been vetted and approved through the purchasing processes of several school districts in Florida. It is allowable for any district to 'piggy-back' on another district's public competitive purchasing process. Components reviewed by other districts in their competitive process included company profile; courseware; subject diagnostics; progress monitoring; technical support and system management. Responses were evaluated; awards were made in district Board meetings. Gadsden is able to link to these competitive proposals and awards by districts such as Seminole County, Hillsborough County, Miami-Dade County, and Sarasota County to adopt this product. Those bid processes established the company's competitiveness in price and its ability to identify resources that are intellectually copyrighted and unique to the e-learning system that allowed the other large school districts to identify them as sole source.

This vendor has already been presented to the Board for exceeding the \$15,000 purchasing threshold for prior purchases. Several purchase orders are being requested because funding is coming from several projects that are focusing on different strategies for improving student proficiency (187620, 187621, 187622, 187623, 187625, 187626, 187627, 187629, 187630, 187631, 187653).

FUND SOURCE: Federal

AMOUNT: \$ 330,967.76 *RR*

PREPARED BY: Rose Raynak

POSITION: Director of Federal Programs

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____ Page 20 of 230

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE
03/24/15

187620

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000 CURRICULUM ASSOCIATES 153 RANGEWAY ROAD P O BOX 2001 NORTH BILLERICA MA 01862	SHIP TO THIS ADDRESS FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
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PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

1	WHAT:	BOARD APPROVED / / ***VENDOR NOT SUBRECIPIENT*** READY FL ACHIEVE PK & LICENSE FOR GREYNA ELEMENTARY AND STEWART STREET ELEMENTARY	54262.39	54262.39
	QUOTES:	GRE - 78958.1 SSE - 78960.1		

TOTAL 54,262.39

- PAY TERMS: NET 30**
1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
 2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
 3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	54,262.39 AMOUNT	
420	5100	360	0171	4221250	100	12240.00	
420	5100	360	0201	4221250	100	24800.00	
420	5100	510	0171	4221250	100	5599.15	
420	5100	510	0201	4221250	100	11623.24	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
03/24/15

PURCHASE ORDER NO.

187621

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000 CURRICULUM ASSOCIATES 153 RANGEWAY ROAD P O BOX 2001 NORTH BILLERICA MA 01862	SHIP TO THIS ADDRESS FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
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PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
------------------------	-------------	----------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

1	WHAT:	***VENDOR NOT SUBRECPIENT*** READY FL ACHIEVE PK & LICENSE FOR CHATTAHOOCHEE ELEMENTARY QUOTE: 78957.1	13073.26	13073.26
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PAY TERMS: NET 30

TOTAL 13,073.26

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	13,073.26 AMOUNT	
420	5100	360	0151	4212631	100	8640.00	
420	5100	510	0151	4212631	100	4433.26	

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

187622

DATE

03/24/15

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651 FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000		SHIP TO THIS ADDRESS	
CURRICULUM ASSOCIATES 153 RANGEWAY ROAD P O BOX 2001 NORTH BILLERICA MA 01862		FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351	

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

1	WHAT:	***VENDOR NOT SUBRECIPIENT*** READY FLORIDA ACHIEVE PACKS FOR CARTER-PARRAMORE ACADEMY	1705.44	1705.44
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TOTAL 1,705.44

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	1,705.44	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
420	5100	510	0231	4221256	100	1705.44		

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

03/24/15

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

187623

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000

SHIP TO THIS ADDRESS

CURRICULUM ASSOCIATES
 153 RANGEWAY ROAD
 P O BOX 2001
 NORTH BILLERICA MA 01862

FED PRGMS-SCHOOL BOARD GADSDEN
 35 MARTIN LUTHER KING JR BLVD
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

1	WHAT:	***VENDOR NOT SUBRECIPIENT*** READY FLORIDA TEACHER RESOURCE BOOKS	3253.80	3253.80
	QUOTE:	78966.1		

PAY TERMS: NET 30

TOTAL 3,253.80

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	3,253.80	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
420	6400	510	9001	4221255		3253.80	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
03/24/15

PURCHASE ORDER NO.

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

187625

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000 CURRICULUM ASSOCIATES 153 RANGEWAY ROAD P O BOX 2001 NORTH BILLERICA MA 01862	SHIP TO THIS ADDRESS FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
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PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
------------------------	-------------	----------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

1	WHAT:	BOARD APPROVED / / ***VENDOR NOT SUBRECIPIENT*** READY FL ACHIEVE PK & LICENSE FOR GWM, SJE, JASM & GBE	99655.13	99655.13
	QUOTES:	GWM - 78660.3 SJE - 78959.1 JASM - 78962.1 GBE - 78663.4		

PAY TERMS: NET 30

TOTAL 99,655.13

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL PROGRAM	99,655.13 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT				
420	5100	360	0141	4222650	100	2490.00		
420	5100	510	0141	4222650	100	16422.39		
420	5100	360	0191	4222650	100	12240.00		
420	5100	510	0191	4222650	100	5110.71		
420	5100	360	0211	4222650	102	22040.00		
420	5100	510	0211	4222650	102	7744.79		
420	5100	360	0041	4222650	100	22040.00		
420	5100	510	0041	4222650	100	11567.24		

~~THE~~ SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

03/24/15

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

187626

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000	SHIP TO THIS ADDRESS
CURRICULUM ASSOCIATES 153 RANGEWAY ROAD P O BOX 2001 NORTH BILLERICA MA 01862	FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
------------------------	-------------	----------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

1	WHAT:	BOARD APPROVED / / ***VENDOR NOT SUBRECIPIENT*** READY FL ACHIEVE PK & LICENSE FOR HAVANA ELEMENTARY	47671.37	47671.37
	QUOTES:	78967.1 78965.1		

PAY TERMS: NET 30

TOTAL 47,671.37

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
420	5100	510	0091	422250	100	25631.37	
420	5100	360	0091	422250	100	22040.00	

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
03/24/15

PURCHASE ORDER NO.
187627

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000	SHIP TO THIS ADDRESS
CURRICULUM ASSOCIATES 153 RANGEWAY ROAD P O BOX 2001 NORTH BILLERICA MA 01862	FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
------------------------	-------------	----------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

1	WHAT:	***VENDOR NOT SUBRECIPIENT*** READY FL ACHIEVE PK & LICENSE FOR GEMS AND GCA	13811.49	13811.49
	QUOTES:	GEMS - 78662.2 GCA - 78964.1		

PAY TERMS: NET 30

TOTAL 13,811.49

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	13,811.49	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
110	5100	510	0101	1109990	100	3900.82		
110	5100	360	0101	1109990	100	8640.00		
420	5100	510	9106	4226350	100	1270.67		

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

03/24/15

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.qcps.k12.fl.us

187629

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VC20600000

SHIP TO THIS ADDRESS

CURRICULUM ASSOCIATES
 153 RANGEWAY ROAD
 P O BOX 2001
 NORTH BILLERICA MA 01862

FED PRGMS-SCHOOL BOARD GADSDEN
 35 MARTIN LUTHER KING JR BLVD
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

ATTN: ROSE RAYNAK/DM

1	WHAT:	***VENDOR NOT SUBRECIPIENT*** READY FL MATH ACHEIVE PACKS FOR WGH AND GBE	8641.68	8641.68
	QUOTES:	WGH - 78961.2 GBE - 78663.6		

PAY TERMS: NET 30

TOTAL 8,641.68

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	8,641.68	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
420	5100	510	0051	4222650	100	3064.93		
420	5100	510	0141	4222650	100	5576.75		

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
03/24/15

PURCHASE ORDER NO.
187630

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000 CURRICULUM ASSOCIATES 153 RANGEWAY ROAD P O BOX 2001 NORTH BILLERICA MA 01862	SHIP TO THIS ADDRESS FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
---	--

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
------------------------	-------------	----------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
----------	-------------	-------------	------------	-------

ATTN: ROSE RAYNAK/DM

1	WHAT:	BOARD APPROVED / / ***VENDOR NOT SUBRECIPIENT*** READY MATH PRACTICE BOOKS FOR HAVANA MIDDLE SCHOOL QUOTE: 78968.1	31858.27	31858.27
---	-------	---	----------	----------

PAY TERMS: NET 30

TOTAL 31,858.27

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	31,858.27 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
420	5100	510	0061	4221256	102	31858.27	

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
03/24/15

PURCHASE ORDER NO.
187631

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VC20600000

SHIP TO THIS ADDRESS

CURRICULUM ASSOCIATES
153 RANGEWAY ROAD
P O BOX 2001
NORTH BILLERICA MA 01862

FED PRGMS-SCHOOL BOARD GADSDEN
35 MARTIN LUTHER KING JR BLVD
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
----------	-------------	-------------	------------	-------

ATTN: ROSE RAYNAK/DM

1	WHAT:	***VENDOR NOT SUBRECIPIENT*** READY FL ACHIEVE PK & LICENSES FOR WEST GADSDEN HIGH	15304.93	15304.93
	QUOTE:	78961.1		

PAY TERMS: NET 30

TOTAL 15,304.93

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	15,304.93	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
420	5100	510	0051	422250	100	3064.93		
420	5100	360	0051	422250	100	12240.00		
				1256				

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

04/03/15

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

187653

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC20600000

SHIP TO THIS ADDRESS

CURRICULUM ASSOCIATES
 153 RANGEWAY ROAD
 P O BOX 2001
 NORTH BILLERICA MA 01862

FED PRGMS-SCHOOL BOARD GADSDEN
 35 MARTIN LUTHER KING JR BLVD
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
----------	-------------	-------------	------------	-------

ATTN: ROSE RAYNAK/DM

1	WHAT:	BOARD APPROVED / / ***VENDOR NOT SUBRECIPIENT*** I-READY AND READY TRAINING FOR EGH, WGH, GWM, GBE, STJ, HES TO ENHANCE DATA ANALYSIS OF READING/MATH DIAGNOSTIC RESULT TO PERSCRIBED INDIVIDUAL STUDENT LEARNING PLANS TO IMPROVE ACADEMICS.	42000.00	42000.00
	QUOTE:	79115.1		

PAY TERMS: NET 30

TOTAL 42,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	42,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
420	5400	312	0071	4222650		7000.00	
420	5400	312	0051	4222650		7000.00	
420	5400	310	0041	4222650		7000.00	
420	5400	310	0141	4222650		7000.00	
420	5400	310	0091	4222650		7000.00	
420	5400	311	0191	4222650		1000.00	
420	5400	312	0191	4222650		3000.00	

R. W. Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

Date of School Board Meeting: April 28, 2015

TITLE OF AGENDA ITEM: Havana Elementary Property Sale Contract

DIVISION: Department of Facilities

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: For Board approval of extending due diligence period (item 7B of contract) by 30 days; contract called for 90 days, they need 120 days.

Please see attached email.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNFATUES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.



Wayne Shepard <shepardw@gcpsmail.com>

Portable classrooms at Havana Elementary property

2 messages

Wayne Shepard <shepardw@gcpsmail.com>
To: Charlie Lee <clee@regionalreg.com>

Mon, Apr 13, 2015 at 1:27 PM

Charlie

I know when we signed the contract with Mr. Nelson that it stated property and all buildings. I know this included the portable classrooms as well.

Since then we have had a request from our headstart program to move the two buildings they occupy to another facility for next school term. That would be the two nearest to the side street that are in the fenced in area toward the back of the school. One is a doublewide and one is a single.

Do you think there is anyway to work this out so we can keep these two buildings. It will cost the Headstart program roughly \$15,000.00 to get them relocated and set back up for use. Having to buy new units would cost them about three (3) times that amount.

I told them I would at least ask.

Charlie Lee <clee@regionalreg.com>
To: Wayne Shepard <shepardw@gcpsmail.com>

Tue, Apr 14, 2015 at 10:18 AM

Wayne,

Jeff met with the Havana City Manager last week and it was a good meeting. They seem very willing to work with him. He also has good interest from several retailers regarding the property. As we had discussed early on (when he was asking for a 120 day inspection period), these retailers have more than one set of eyes that have to not only approve the site from afar, but visit the site in person, as well as cumbersome committee processes. With that said, the buyer respectfully requests an extension of 30 days to the inspection period and closing to cement at least one of these deals. I think post-closing he would be willing to let Headstart take the portables. Please call if you'd like to discuss, or let me know if we need to make a formal request.

Thanks, Charlie

From: Wayne Shepard [mailto:shepardw@gcpsmail.com]
Sent: Monday, April 13, 2015 1:27 PM
To: Charlie Lee
Subject: Portable classrooms at Havana Elementary property

[Quoted text hidden]

<https://mail.google.com/mail/u/0/?ui=2&ik=873570dbbc&view=pt&search=inbox&th=14c...> 4/14/2015



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

Date of School Board Meeting: April 28, 2015

TITLE OF AGENDA ITEM: FDOT Sidewalk Project – Gretna Elementary School

DIVISION: Department of Facilities

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: For Board approval of resolution to grant the State of Florida, Department of Transportation, a license (temporary) to work on board property while tying in the new sidewalk to existing roads.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNFATUES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

09-LA.17-11/00

October 15, 2014

Parcel	900.1
Item/Segment No.	4298611
Managing District	3
S.R. No.	10 (US 90)
County	Gadsden

LICENSE

This Agreement, Made the _____ day of _____, 20____, between THE SCHOOL BOARD OF GADSDEN COUNTY, a corporate body, herein called licensor, and the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, whose address is Post Office Box 607, Chipley, Florida 32428, herein called licensee.

In consideration of the benefits accruing unto the licensor, the parties agree as follows:

Licensor hereby grants to licensee a license to occupy and use, subject to all of the terms and conditions hereof, the following described premises:

Gadsden County, Florida Property Appraiser's Reference No. 3-05-2N-4W-0000-00122-0100

Property Address being: 706 M L King Blvd, Gretna, Florida 32332

Being in Section 5, Township 2 North, Range 4 West, Gadsden County, Florida.

The premises may be occupied and used by licensee solely for sloping, grading, tying in, harmonizing and reconnecting existing features of the licensor's property with the highway improvements which are to be constructed together with incidental purposes related thereto during the period beginning with the date first above written and continuing until completion of the transportation project.

The making, execution and delivery of this agreement by licensor has been induced by no representations, statements, warranties, or agreements other than those contained herein. This agreement embodies the entire understanding of the parties and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the said licensor has caused these presents to be executed in its name by the Chairperson or Vice-Chairperson of said Board, the day and year aforesaid.

THE SCHOOL BOARD OF
GADSDEN COUNTY, FLORIDA

By: _____
(type/print name) _____
Its Chairperson (or Vice-Chairperson)

LA.18-11/00

October 15, 2014

Parcel	900.1
Item/Segment No.	4298611
Managing District	3
S.R. No.	10 (US 90)
County	Gadsden



RESOLUTION

ON MOTION of _____, seconded by _____, the following Resolution was adopted:

WHEREAS, the State of Florida Department of Transportation proposes to construct or improve State Road No. 10 (US 90), Financial Project No. 4298611, in Gadsden County, Florida; and

WHEREAS, it is necessary that certain lands now owned by the School Board of Gadsden County be used temporarily by the State of Florida for the use and benefit of the State of Florida Department of Transportation; and

WHEREAS, said use is in the best interest of the School Board; and

WHEREAS, the State of Florida Department of Transportation has made application to said School Board to execute and deliver to the State of Florida Department of Transportation a license agreement, or agreements, in favor of the State of Florida, for the purpose of constructing a sidewalk, and said request having been duly considered.

NOW THEREFORE, BE IT RESOLVED by the School Board of Gadsden County, that the application of the State of Florida Department of Transportation for a license agreement or agreements are for transportation purposes which are in the public or community interest and for public welfare; that a license agreement or agreements, in favor of the State of Florida, in Gadsden County, should be drawn and executed by this School Board. Consideration shall be \$_____.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded forthwith to the State of Florida Department of Transportation at 1074 Highway 90, Chipley, Florida 32428.

STATE OF FLORIDA

COUNTY OF GADSDEN

I HEREBY CERTIFY that the foregoing is a true copy of a Resolution adopted by the School Board of Gadsden County, Florida, at a meeting held on the _____ day of _____, 20____.

 (type/print name)
 Its Chairperson (or Vice-Chairperson)
 School Board of Gadsden County, Florida
 Address:



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10c

Date of School Board Meeting: April 28, 2015

TITLE OF AGENDA ITEM: FDOT Sidewalk Project – Gretna Elementary School

DIVISION: Department of Facilities

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: For Board approval of donating the State of Florida, Department of Transportation, 14,871 square feet (approximately 1/3 acre) to construct a sidewalk along with a plant/tree beautification project along Highway 90.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.



Florida Department of Transportation

RICK SCOTT
GOVERNOR

17 Commerce Boulevard
Midway, FL 32343-6601

JIM BOXOLD
SECRETARY

Donation of Property to the Florida Department of Transportation

The School Board of Gadsden County
35 Martin Luther King Boulevard
Quincy, FL 32351

ITEM/SEGMENT NO.:	4298611
MANAGING DISTRICT:	3
F.A.P. NO.:	4804 069 P
STATE ROAD NO.:	10
COUNTY:	GADSDEN
PARCEL NO.:	101
INTEREST CONVEYED:	Fee Simple

This is to advise that the undersigned, as owner of the property or property interest referenced above and as shown on Right of Way maps for referenced project, desires to make a voluntary donation of said property or property interest to the State of Florida for the use and benefit of the Florida Department of Transportation.

The undersigned hereby acknowledges that he/she has been fully advised by a Department representative of his/her right to have the referenced property or property interest appraised, to accompany the appraiser during the appraisal inspection of the property, to receive full compensation for the above referenced property, and to receive reimbursement for reasonable fees and costs incurred, if any. Having been fully informed of the above rights, I hereby waive those rights unless otherwise noted below.

Owner's Signature

Type or Print Property Owner's Name

Street Address

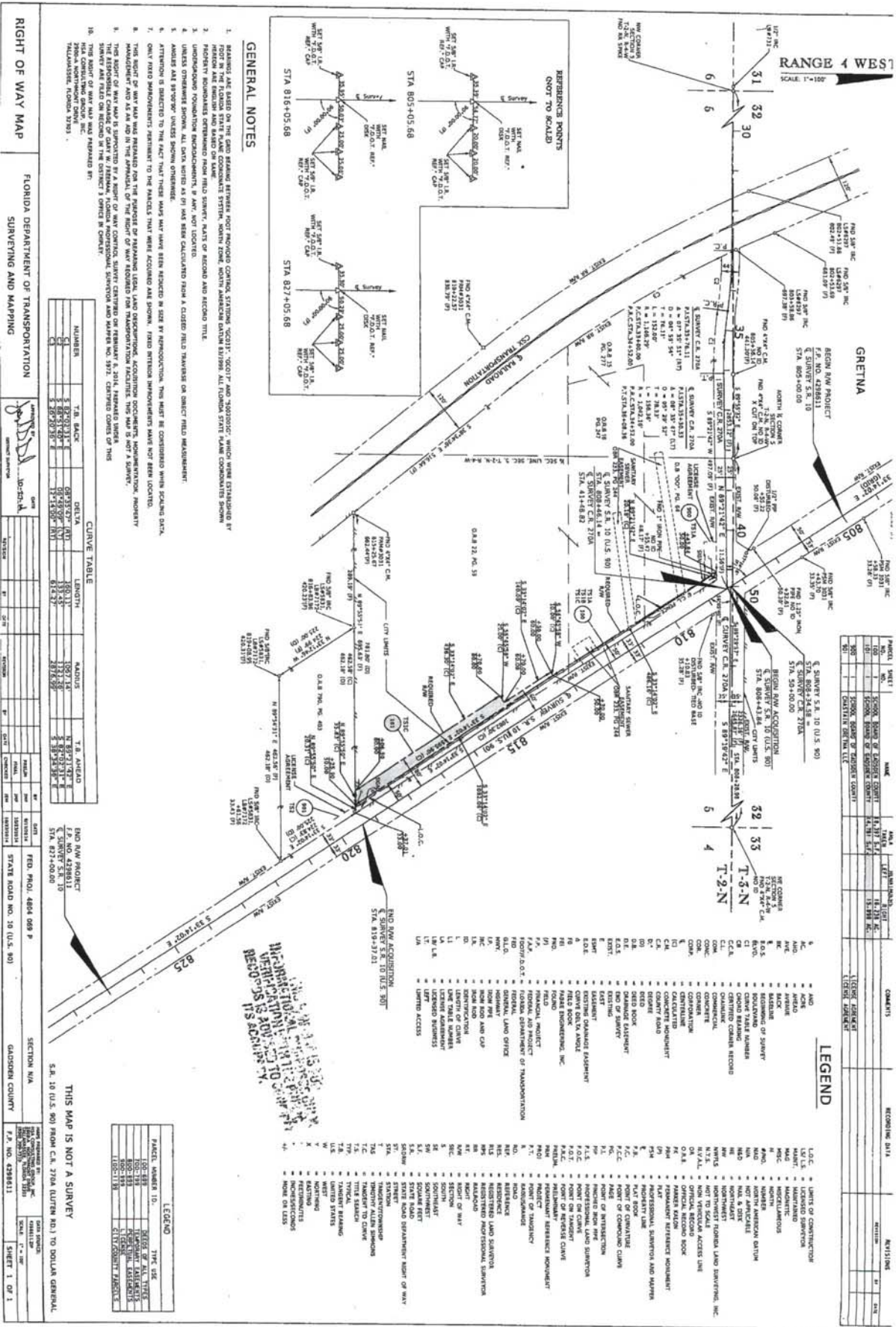
City, State, Zip Code

Date

**INSTRUCTIONS FOR COMPLETION OF THE
DONATION OF PROPERTY TO THE
FLORIDA DEPARTMENT OF TRANSPORTATION (FORM 575-030-12)**

*This form should be printed on official DOT
letterhead.*

- DATE AND INSIDE ADDRESS:** Space is provided for a date and inside address of the property owner.
- PROJECT/PARCEL INFORMATION:** The following information can be located in the legal documents and Right of Way map for each project and is required on official Department forms:
- Item/Segment No.
 - Managing District
 - F.A.P. No.
 - State Road No.
 - County
 - Parcel No.
- OWNER'S SIGNATURE BLOCK:** The owner must sign and provide an address and date before the Department can accept the donation.
- ORIGINAL:** Parcel File
- COPIES:** Owner(s)



RIGHT OF WAY MAP

FLORIDA DEPARTMENT OF TRANSPORTATION
SURVEYING AND MAPPING

SECTION N/A
GADSDEN COUNTY

F.P. NO. 4298111

SHEET 1 OF 1

DATE: 08/15/2011

SCALE: 1" = 100'

THIS MAP IS NOT A SURVEY

- GENERAL NOTES**
1. STATIONING AND DATA ON THIS MAP BEARING REFERENCE TO THE CORNER STATIONS, POINTS, BEARS, AND MONUMENTS WHICH WERE ESTABLISHED BY THE SURVEYOR AND ARE SHOWN ON THIS MAP.
 2. PROPERTY BOUNDARIES SHOWN ON THIS MAP ARE BASED ON RECORDS AND FIELD MEASUREMENTS.
 3. UNLESS OTHERWISE SHOWN, ALL CORNER BEARS AS SHOWN ARE CALCULATED FROM A CLOSED FIELD TRAVERSE OR DIRECT FIELD MEASUREMENT.
 4. UNLESS OTHERWISE SHOWN, ALL CORNER BEARS AS SHOWN ARE CALCULATED FROM A CLOSED FIELD TRAVERSE OR DIRECT FIELD MEASUREMENT.
 5. ATTENTION IS DIRECTED TO THE FACT THAT THESE BEARS MAY HAVE BEEN REDUCED IN SIZE BY REPRODUCTION. THIS MUST BE CONSIDERED WHEN SCALING DATA.
 6. ONLY FIXED MONUMENTS PERTAINING TO THE PARCELS THAT HAVE BEEN ACQUIRED AND SHOWN. FIELD MONUMENTS IMPROVEMENTS HAVE NOT BEEN LOCATED.
 7. THE RIGHT OF WAY MAP IS SUPERSEDED BY A REPORT OF SURVEY OR ANY OTHER PROFESSIONAL SURVEYING AND MAPPING DOCUMENT WHICH IS IN CONFLICT WITH THIS MAP.
 8. THIS MAP IS NOT A SURVEY. IT IS A REPRESENTATION OF THE SURVEY DATA.
 9. THE RIGHT OF WAY MAP IS SUPERSEDED BY A REPORT OF SURVEY OR ANY OTHER PROFESSIONAL SURVEYING AND MAPPING DOCUMENT WHICH IS IN CONFLICT WITH THIS MAP.
 10. THIS MAP IS NOT A SURVEY. IT IS A REPRESENTATION OF THE SURVEY DATA.

CURVE TABLE

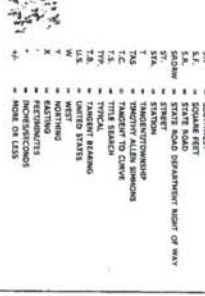
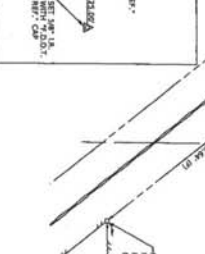
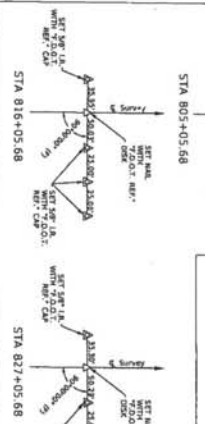
NUMBER	T.B. BEARING	DELTA	LENGTH	ADIUS	T.B. ANGLE
1	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
2	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
3	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
4	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
5	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
6	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
7	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
8	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
9	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00
10	S 89° 15' 11" W	110° 00' 00"	100.00	100.00	100.00

END NEW PROJECT
P. NO. 4298111
STA. 817+00.00

END NEW ACQUISITION
P. NO. 4298111
STA. 817+00.00

LEGEND

SYMBOL	DESCRIPTION
(Symbol)	LIMITS OF CONSTRUCTION
(Symbol)	RIGHT OF WAY
(Symbol)	PROPOSED RIGHT OF WAY
(Symbol)	EXISTING RIGHT OF WAY
(Symbol)	EXISTING ROAD
(Symbol)	EXISTING RAILROAD
(Symbol)	EXISTING CANAL
(Symbol)	EXISTING DRAINAGE
(Symbol)	EXISTING UTILITY
(Symbol)	EXISTING MONUMENT
(Symbol)	EXISTING SURVEY
(Symbol)	EXISTING BOUNDARY
(Symbol)	EXISTING CORNER
(Symbol)	EXISTING BEARING
(Symbol)	EXISTING DISTANCE
(Symbol)	EXISTING AREA
(Symbol)	EXISTING VOLUME
(Symbol)	EXISTING WEIGHT
(Symbol)	EXISTING LENGTH
(Symbol)	EXISTING WIDTH
(Symbol)	EXISTING HEIGHT
(Symbol)	EXISTING DEPTH
(Symbol)	EXISTING TEMPERATURE
(Symbol)	EXISTING PRESSURE
(Symbol)	EXISTING FORCE
(Symbol)	EXISTING ENERGY
(Symbol)	EXISTING POWER
(Symbol)	EXISTING TORQUE
(Symbol)	EXISTING MOMENT
(Symbol)	EXISTING STRESS
(Symbol)	EXISTING STRAIN
(Symbol)	EXISTING DEFORMATION
(Symbol)	EXISTING DISPLACEMENT
(Symbol)	EXISTING VELOCITY
(Symbol)	EXISTING ACCELERATION
(Symbol)	EXISTING FREQUENCY
(Symbol)	EXISTING PERIOD
(Symbol)	EXISTING PHASE
(Symbol)	EXISTING AMPLITUDE
(Symbol)	EXISTING WAVELENGTH
(Symbol)	EXISTING FREQUENCY
(Symbol)	EXISTING PERIOD
(Symbol)	EXISTING PHASE
(Symbol)	EXISTING AMPLITUDE
(Symbol)	EXISTING WAVELENGTH



RANGE 4 WEST
SCALE: 1" = 100'

GRETNA

LEGEND

- (Symbol) LIMITS OF CONSTRUCTION
- (Symbol) RIGHT OF WAY
- (Symbol) PROPOSED RIGHT OF WAY
- (Symbol) EXISTING RIGHT OF WAY
- (Symbol) EXISTING ROAD
- (Symbol) EXISTING RAILROAD
- (Symbol) EXISTING CANAL
- (Symbol) EXISTING DRAINAGE
- (Symbol) EXISTING UTILITY
- (Symbol) EXISTING MONUMENT
- (Symbol) EXISTING SURVEY
- (Symbol) EXISTING BOUNDARY
- (Symbol) EXISTING CORNER
- (Symbol) EXISTING BEARING
- (Symbol) EXISTING DISTANCE
- (Symbol) EXISTING AREA
- (Symbol) EXISTING VOLUME
- (Symbol) EXISTING WEIGHT
- (Symbol) EXISTING LENGTH
- (Symbol) EXISTING WIDTH
- (Symbol) EXISTING HEIGHT
- (Symbol) EXISTING DEPTH
- (Symbol) EXISTING TEMPERATURE
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- (Symbol) EXISTING FORCE
- (Symbol) EXISTING ENERGY
- (Symbol) EXISTING POWER
- (Symbol) EXISTING TORQUE
- (Symbol) EXISTING MOMENT
- (Symbol) EXISTING STRESS
- (Symbol) EXISTING STRAIN
- (Symbol) EXISTING DEFORMATION
- (Symbol) EXISTING DISPLACEMENT
- (Symbol) EXISTING VELOCITY
- (Symbol) EXISTING ACCELERATION
- (Symbol) EXISTING FREQUENCY
- (Symbol) EXISTING PERIOD
- (Symbol) EXISTING PHASE
- (Symbol) EXISTING AMPLITUDE
- (Symbol) EXISTING WAVELENGTH

SECTION N/A
GADSDEN COUNTY

F.P. NO. 4298111

SHEET 1 OF 1

DATE: 08/15/2011

SCALE: 1" = 100'

THIS MAP IS NOT A SURVEY

BSD.07-11/00

October 15, 2014

This instrument prepared by,
or under the direction of,
Everett F. Jones
Department of Transportation
P. O. Box 607
Chipley, FL 32428

Legal description approved by,
Ron Gibson

Parcel 101.1
Item/Segment No. 4298611
Managing District 3
S.R. No. 10 (US 90)
County Gadsden

SCHOOL BOARD DEED

THIS DEED, made this ___ day of _____, 20__ by THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, a corporate body, grantor, to the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, whose address is Post Office Box 607, Chipley, Florida 32428, grantee: (Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors, and assigns of organizations).

WITNESSETH: That the grantor, for and in consideration of the sum of \$1.00 and other valuable considerations, receipt and sufficiency being hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Gadsden County, Florida, viz:

A parcel of land being in Section 5, Township 2 North, Range 4 West, Gadsden County, Florida, described as follows: Commence at a 4 inch by 4 inch concrete monument (no ID) marking the northeast corner of said Section 5; thence North 89°29'57" West 2,326.16 feet along the north line of said Section 5 to the centerline of survey of State Road 10 (U.S. 90), as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 4298611 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence South 33°14'02" East 1,108.03 feet along said centerline of survey; thence departing said centerline, run South 56°45'58" West 33.00 feet to an intersection of the existing westerly right of way line of said State Road 10 with the northerly line of that certain property as described in Official Record Book 790, Page 403 of the Public Records of Gadsden County, Florida; thence South 89°55'50" West 20.31 feet along said northerly property line to POINT OF BEGINNING; thence continue South 89°55'50" West 35.83 feet along said property line; thence departing said property line, run North 33°14'02" West 436.30 feet; thence North 56°45'58" East 20.00 feet; thence North 33°14'02" West 140.00 feet; thence North 56°45'58" East 10.00 feet; thence South 33°14'02" East 595.90 feet to POINT OF BEGINNING;

Containing 14,781 square feet, more or less.

TOGETHER with all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

IN WITNESS WHEREOF, the said grantor has caused these presents to be executed in its name by the Chairperson or Vice-Chairperson of said Board, the day and year aforesaid.

Signed, sealed and delivered in the presence of: (Two witnesses required by Florida Law)

THE SCHOOL BOARD OF
GADSDEN COUNTY, FLORIDA

Print Name:

By: _____

Its Chairperson (or Vice-Chairperson)

Print Name:

Attest: _____

Its _____ Secretary

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this day _____, by _____, Chairperson or Vice-chairperson and _____, its _____ Secretary, on behalf of the School Board of Gadsden County, Florida, who are personally known to me or who have produced _____ as identification.

Affix Seal

(Type/print or stamp name under signature)
Title or rank (Serial No., if any) _____

BSD.08 11/00

October 15, 2014

This instrument prepared by,
or under the direction of
Everett F. Jones *EFJ*
Department of Transportation
P. O. Box 607
Chipley, FL 32428

Parcel 101.1
Item/Segment No. 4298611
Managing District 3
S.R. No. 10 (US 90)
County Gadsden

RESOLUTION

ON MOTION of _____, seconded by _____, the following Resolution was adopted:

WHEREAS, the State of Florida Department of Transportation proposes to construct or improve State Road No. 10 (US 90), Financial Project No. 4298611, in Gadsden County, Florida: and

WHEREAS, it is necessary that certain lands now owned by the School Board of Gadsden County, Florida, be acquired by the State of Florida Department of Transportation: and

WHEREAS, said property is not needed for School Board purposes: and

WHEREAS, the State of Florida Department of Transportation has made application to said School Board to execute and deliver to the State of Florida Department of Transportation the attached deed, or deeds, in favor of the State of Florida Department of Transportation, conveying all rights, title and interest that said School Board has in and to said lands required for transportation purposes, and said request having been duly considered.

NOW THEREFORE, BE IT RESOLVED by the School Board of Gadsden County, that the application of the State of Florida Department of Transportation for a deed, or deeds, is for transportation purposes which are in the public or community interest and for public welfare; that a deed, or deeds, in favor of the State of Florida Department of Transportation conveying all right, title and interest in and to said lands should be drawn and executed by this School Board. Consideration shall be \$_____.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded forthwith to the State of Florida Department of Transportation at 1074 Highway 90, Chipley, Florida 32428.

STATE OF FLORIDA

COUNTY OF GADSDEN

I HEREBY CERTIFY that the foregoing is a true copy of a Resolution adopted by the School Board of Gadsden County, Florida, at a meeting held on the ___ day of _____, 20__.

Its Chairperson
(or Vice-Chairperson)
School Board of
Gadsden County, Florida



Florida Department of Transportation

RICK SCOTT
GOVERNOR

17 Commerce Boulevard
Midway, FL 32343-6601

JIM BOXOLD
SECRETARY

NOTICE TO OWNER

The School Board Of Gadsden County, Florida
35 Martin Luther King Blvd
Quincy, FL 32351

ITEM/SEGMENT #:	4298611
MANAGING DISTRICT:	03
F.A.P. #:	4804 069 P
STATE ROAD #:	SR 10
COUNTY:	Gadsden
PARCEL #:	0101

Dear Sirs:

The Florida Department of Transportation is planning the following improvement of the above referenced transportation facility:

Add sidewalk to S.R. 10 (U.S. 90) from C.R. 270A (Luten Road) to Dollar General

Our research shows you own property needed for this project. This letter, along with the enclosed brochure entitled **The Real Estate Acquisition Process**, explains your rights and options and the process we must follow by law in acquiring your property. The following enclosed documents identify the property that is needed:

101.1 Warranty Deed

We recognize that a proposed transportation project, particularly one which requires the acquisition of private property, will usually result in many questions and concerns. Please be assured you will have sufficient time to have your questions answered, to consider and understand your rights, options and responsibilities, and make all necessary arrangements. Throughout this process we will do our best to ensure your questions are answered, that you are treated fairly and receive all of the rights you are guaranteed by law, and that you receive a fair price for your property.

Under Federal and State law, you are entitled to certain rights and protections when the State must acquire real estate from you. The following is a summary of your rights:

- You may obtain copies of the Department's appraisal, right of way maps and construction plans.
- We will make a written offer to you to purchase your property and will negotiate with you, in good faith, to reach a mutually acceptable purchase price.
- If we cannot agree on a purchase price, we will not file a condemnation lawsuit until at least 30 days after you receive our initial written offer.
- You will receive no less than full compensation for the property acquired. Full compensation includes, the value of the real estate acquired together with damages, if any, to your remaining property.
- You may be eligible for relocation assistance benefits if you are required to move or move personal possessions from the property we acquire.
- You may receive reimbursement for reasonable attorney fees and other reasonable costs you incur for appraisal and other services associated with the Department's acquisition.

Your rights and options are more fully explained in the enclosed brochure entitled **The Real Estate Acquisition Process**. We encourage you to read this brochure carefully and contact us if you have any questions.

www.dot.state.fl.us

http://webapp01.dot.state.fl.us/rightofwaymanagementsystem/Forms/rwfdt11_ntow3031.asp?Pri... 3/20/2015

We want to negotiate with you for the purchase of your property. If you have questions about any aspect of our acquisition process or if you have information that would help us to determine a fair value for your property or help us provide service to you, please let us know. Regardless of whether we can reach agreement on the purchase of your property, we will do our best to be sensitive and responsive to your needs.

If you experience any problems, please do not hesitate to contact:

Gigi Poulos-Petersen
Right of Way Administrator - Midway
17 Commerce Boulevard
Chipley, FL 32343
(850) 245-7935

Sincerely,

Clay Saunders
District Right of Way Manager
By: Gigi Poulos-Petersen
Right of Way Administrator-Midway

Gigi Poulos-Petersen

Enclosures:

Legal Description (and/or right of way map)
The Real Estate Acquisition Process Brochure
CC: Records Management

Received by: *Wayne Shred*

Certified Mail Number:

Date: *MARCH 23, 2015*



R. Smiter

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10d

Date of School Board Meeting: April 28, 2015

TITLE OF AGENDA ITEM: FDOT Sidewalk Project – Gretna Elementary School

DIVISION: Department of Facilities

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: For Board approval of selling State of Florida, Department of Transportation 18,397 square feet of property (less than a 1/2 acre) for purpose of improving Highway 90 right of way by installing a sidewalk, for \$41,880.00

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.


SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

BSD.07-11/00

October 15, 2014

This instrument prepared by,
or under the direction of,
Everett F. Jones 
Department of Transportation
P. O. Box 607
Chipley, FL 32428

Legal description approved by,
Ron Gibson

Parcel 100.1
Item/Segment No. 4298611
Managing District 3
S.R. No. 10 (US 90)
County Gadsden

SCHOOL BOARD DEED

THIS DEED, made this ____ day of _____, 20__ by THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, a corporate body, grantor, to the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, whose address is Post Office Box 607, Chipley, Florida 32428, grantee: (Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors, and assigns of organizations).

WITNESSETH: That the grantor, for and in consideration of the sum of \$1.00 and other valuable considerations, receipt and sufficiency being hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Gadsden County, Florida, viz:

A parcel of land being in Section 5, Township 2 North, Range 4 West, Gadsden County, Florida, described as follows: Commence at a 4 inch by 4 inch concrete monument (no ID) marking the northeast corner of said Section 5; thence North 89°29'57" West 2,326.16 feet along the north line of said Section 5 to the centerline of survey of State Road 10 (U.S. 90), as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 4298611 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence South 33°14'02" East 1,108.03 feet along said centerline of survey; thence departing said centerline, run South 56°45'58" West 33.00 feet to an intersection of the existing westerly right of way line of said State Road 10 with the northerly line of that certain property as described in Official Record Book 790, Page 403 of the Public Records of Gadsden County, Florida and POINT OF BEGINNING; thence North 33°14'02" West 1,082.30 feet along said westerly right of way line of State Road 10 to the existing southerly right of way line of County Road 270A; thence South 89°21'42" West 20.18 feet along said southerly right of way line of County Road 270A; thence departing said right of way line, run South 33°14'02" East 1082.06 feet to said northerly property line as per Official Records Book 790, Page 403; thence North 89°55'50" East 20.31 feet along said northerly property line to POINT OF BEGINNING;

Containing 18,397 Square feet, more or less.

TOGETHER with all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

IN WITNESS WHEREOF, the said grantor has caused these presents to be executed in its name by the Chairperson or Vice-Chairperson of said Board, the day and year aforesaid.

Signed, sealed and delivered in the presence of: (Two witnesses required by Florida Law)

THE SCHOOL BOARD OF
GADSDEN COUNTY, FLORIDA

Print Name:

By: _____

Its Chairperson (or Vice-Chairperson)

Print Name:

Attest: _____

Its _____ Secretary

STATE OF FLORIDA

COUNTY OF _____

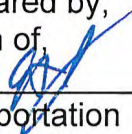
The foregoing instrument was acknowledged before me this day _____, by _____, Chairperson or Vice-chairperson and _____, its _____ Secretary, on behalf of the School Board of Gadsden County, Florida, who are personally known to me or who have produced _____ as identification.

Affix Seal

(Type/print or stamp name under signature)
Title or rank (Serial No., if any) _____

BSD.08 11/00

October 15, 2014

This instrument prepared by,
or under the direction of,
Everett F. Jones 
Department of Transportation
P. O. Box 607
Chipley, FL 32428

Parcel 100.1
Item/Segment No. 4298611
Managing District 3
S.R. No. 10 (US 90)
County Gadsden

RESOLUTION

ON MOTION of _____, seconded by _____, the following Resolution was adopted:

WHEREAS, the State of Florida Department of Transportation proposes to construct or improve State Road No. 10 (US 90), Financial Project No. 4298611, in Gadsden County, Florida: and

WHEREAS, it is necessary that certain lands now owned by the School Board of Gadsden County, Florida, be acquired by the State of Florida Department of Transportation: and

WHEREAS, said property is not needed for School Board purposes: and

WHEREAS, the State of Florida Department of Transportation has made application to said School Board to execute and deliver to the State of Florida Department of Transportation the attached deed, or deeds, in favor of the State of Florida Department of Transportation, conveying all rights, title and interest that said School Board has in and to said lands required for transportation purposes, and said request having been duly considered.

NOW THEREFORE, BE IT RESOLVED by the School Board of Gadsden County, that the application of the State of Florida Department of Transportation for a deed, or deeds, is for transportation purposes which are in the public or community interest and for public welfare; that a deed, or deeds, in favor of the State of Florida Department of Transportation conveying all right, title and interest in and to said lands should be drawn and executed by this School Board. Consideration shall be \$_____.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded forthwith to the State of Florida Department of Transportation at 1074 Highway 90, Chipley, Florida 32428.

STATE OF FLORIDA

COUNTY OF GADSDEN

I HEREBY CERTIFY that the foregoing is a true copy of a Resolution adopted by the School Board of Gadsden County, Florida, at a meeting held on the ___ day of _____, 20__.

Its Chairperson
(or Vice-Chairperson)
School Board of
Gadsden County, Florida

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

575-030-27
 RIGHT OF WAY
 08/09

The School Board of Gadsden County
 35 Martin Luther King Boulevard
 Quincy, FL 32351

ITEM/SEGMENT NO.: 4298611
 MANAGING DISTRICT: 3
 F.A.P. NO.: 4804 069 P
 STATE ROAD NO.: 10
 COUNTY: GADSDEN
 PARCEL NO.: 100

Dear Property Owner(s):

The Florida Department of Transportation will be acquiring, or has acquired property owned by you for a transportation project or will be processing a payment to you related to the above referenced parcel. Federal regulations require that we report this transaction to the Internal Revenue Service (IRS), therefore we must obtain your correct Taxpayer Identification Number (TIN).

If you fail to furnish your correct TIN you may be subject to an IRS penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

See the attached instruction for how to enter names and TINs. If you have any questions please let us know.

Name	Phone Number
Business Name, if different from above	Phone Number
Address (number, street, and apt. or suite no.)	OWNERSHIP INTEREST
City, State, and ZIP Code	<input type="checkbox"/> Sole Owner <input type="checkbox"/> Part Owner with _____ % interest <input type="checkbox"/> Not Applicable (Vendor Only)

TAXPAYER IDENTIFICATION NUMBER (TIN)

For individuals, this is your social security number (SSN): _____ - _____ - _____

For other entities, it is your employer identification number (EIN): _____ - _____

If you do not have a TIN, see attached instructions for How to get a TIN.

Below, choose one number that accurately describes the business or the individual.

- 1 - CORPORATION, PROFESSIONAL ASSOCIATION OR PROFESSIONAL CORPORATION**
 (A corporation formed under the laws of any state within the United states.)
- 2 - NOT FOR PROFIT CORPORATION** (Section 501(c)(3) Internal Revenue Code)
- 3 - PARTNERSHIP, JOINT VENTURE, ESTATE, TRUST OR MULTIPLE MEMBER LLC**
- 4 - INDIVIDUAL, SOLE PROPRIETOR, SELF EMPLOYED OR SINGLE MEMBER LLC**
- 5 - NONCORPORATE RENTAL AGENT**
- 6 - GOVERNMENTAL ENTITY** (City, County, State or U.S. Government)
- 7 - FOREIGN CORPORATION OR ENTITY** (A foreign entity formed under the laws of a country other than the United States.) If YES is marked below, complete and attach Form W-8ECI.
 Is income effectively connected with business in the United States? YES NO
- 8 - NONRESIDENT ALIEN** (An individual temporarily in the U.S. who is not a U.S. citizen or resident.)

Certification.	
Under penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).	
Sign Here _____	Date _____
Title _____	Email (optional) _____

Instructions for Names and Taxpayer Identification Numbers

575-030-27
RIGHT OF WAY
08/09

1. **Individuals** should enter the name shown on your social security card. If you have changed your last name due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.
2. **Married couples** should give the name and SSN of either person.
3. **Custodian accounts (guardianship)** must give the ward's name and SSN. Do not furnish the TIN of the guardian.
4. For a **trust account that is not a legal or valid trust under state law**, give the name and SSN of the actual owner.
5. **Limited liability company (LLC) - If a single-member LLC** (including a foreign LLC with a domestic owner) disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line and enter the LLC name on the "Business name" line. You may use either your SSN or EIN. If the LLC is a corporation, partnership, etc., enter the entity's EIN.
6. For a **sole proprietor or a single-owner LLC** enter your **individual** name as shown on your social security card. You may enter your business, trade, or "doing business as (DBA) name on the "Business name" line. You may enter either your SSN or EIN (if you have one). The IRS prefers that you use your SSN.
7. For a **valid trust**, name the trust and give the EIN for the trust. Do not furnish the TIN of the trustee.
8. For an **estate**, the name should be shown as "The estate of (name of decedent)". Give the SSN of the decedent if he/she died in the calendar year of the closing. Give the EIN for the estate for any subsequent years following the death of the decedent. Do not furnish the TIN of the personal representative.
9. For an **association, club, religious, charitable, educational, or other tax-exempt organization**, give the name and EIN of the organization.
10. For a **partnership or multi-member LLC** give the name and EIN for the partnership, or LLC.

If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form. **Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

STATEMENT OF OFFER

The School Board of Gadsden County
35 Martin Luther King Boulevard
Quincy, FL 32351

ITEM/SEGMENT NO.: 4298611
DISTRICT: 3
FEDERAL PROJECT NO.: 4804 069 P
STATE ROAD NO.: 10
COUNTY: Gadsden
PARCEL NO.: 100

Dear Property Owner:

As you are probably aware, the State of Florida Department of Transportation is in the process of acquiring the needed right of way for the above referenced facility. A determination has been made that either a part or all of your property will be needed. A search of the Public Records of the County in which this property is situated has been made and it was determined that property is owned by you.

The interest being acquired in your property is: Fee Simple, consisting of 18,397 square feet.

In addition, the following list will identify the buildings, structures, fixtures, and other improvements which are considered to be a part of the real property acquired, or personal property being acquired, if any: 1,082 linear feet of 6' chain link fence, 1 Gretna Elementary School Board sign, and general landscaping.

The following items were excluded: N/A

You are further advised that the Department's offer of just compensation for the property required for the construction of this facility is based on the Fair Market Value of the property and that the Department's offer to you is not less than the approved appraised value of the property.

The following represents a summary of the Department's offer to you and the basis therefore:

Land	\$ <u>6,400.00</u>
Improvements	\$ <u>28,500.00</u>
Real Estate Damages	\$ <u>0.00</u>
Total	\$ <u>34,900.00</u>

This statement of offer is not a contract; if you agree to accept this offer, you will be required to sign a purchase agreement. Any additional information you may require can be obtained through the Department's Representative that contacted you. If that representative is not readily available, please contact:

Gigi Poulos-Petersen, Right of Way Administrator -Midway Field Office
at (850) 245-7935.

Yours very truly,

Clay Saunders
District Right of Way Manager
By: Gigi Poulos-Petersen
R/W Administrator - Midway

Legal Review

Gigi Poulos-Petersen

Delivered By

Wayne Shepard

Receipt Acknowledged By

Type or Print Name

Gigi Poulos-Petersen

Type or Print Name

WAYNE SHEPARD

Type or Print Name

Date

March 23, 2015

Date

MARCH 23, 2015

Date





Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

17 Commerce Boulevard
Midway, FL 32343-6601

**JIM BOXOLD
SECRETARY**

NOTICE TO OWNER

The School Board Of Gadsden County, Florida
35 Martin Luther King Blvd
Quincy, FL 32351

ITEM/SEGMENT #:	4298611
MANAGING DISTRICT:	03
F.A.P. #:	4804 069 S
STATE ROAD #:	SR 10
COUNTY:	Gadsden
PARCEL #:	0100

Dear Sirs:

The Florida Department of Transportation is planning the following improvement of the above referenced transportation facility:

Add sidewalk to S.R. 10 (U.S. 90) from C.R. 270A (Luten Road) to Dollar General

Our research shows you own property needed for this project. This letter, along with the enclosed brochure entitled **The Real Estate Acquisition Process**, explains your rights and options and the process we must follow by law in acquiring your property. The following enclosed documents identify the property that is needed:

100.1 Warranty Deed

We recognize that a proposed transportation project, particularly one which requires the acquisition of private property, will usually result in many questions and concerns. Please be assured you will have sufficient time to have your questions answered, to consider and understand your rights, options and responsibilities, and make all necessary arrangements. Throughout this process we will do our best to ensure your questions are answered, that you are treated fairly and receive all of the rights you are guaranteed by law, and that you receive a fair price for your property.

Under Federal and State law, you are entitled to certain rights and protections when the State must acquire real estate from you. The following is a summary of your rights:

- You may obtain copies of the Department's appraisal, right of way maps and construction plans.
- We will make a written offer to you to purchase your property and will negotiate with you, in good faith, to reach a mutually acceptable purchase price.
- If we cannot agree on a purchase price, we will not file a condemnation lawsuit until at least 30 days after you receive our initial written offer.
- You will receive no less than full compensation for the property acquired. Full compensation includes, the value of the real estate acquired together with damages, if any, to your remaining property.
- You may be eligible for relocation assistance benefits if you are required to move or move personal possessions from the property we acquire.
- You may receive reimbursement for reasonable attorney fees and other reasonable costs you incur for appraisal and other services associated with the Department's acquisition.

Your rights and options are more fully explained in the enclosed brochure entitled **The Real Estate Acquisition Process**. We encourage you to read this brochure carefully and contact us if you have any questions.

We want to negotiate with you for the purchase of your property. If you have questions about any aspect of our acquisition process or if you have information that would help us to determine a fair value for your property or help us provide service to you, please let us know. Regardless of whether we can reach agreement on the purchase of your property, we will do our best to be sensitive and responsive to your needs.

If you experience any problems, please do not hesitate to contact:

Gigi Poulos-Petersen
Right of Way Administrator - Midway
17 Commerce Boulevard
Chipley, FL 32343
(850) 245-7935

Sincerely,

Clay Saunders
District Right of Way Manager
By: Gigi Poulos-Petersen
Right of Way Administrator-Midway



Enclosures:

Legal Description (and/or right of way map)
The Real Estate Acquisition Process Brochure
CC: Records Management

Received by: Wayne Shepard

Certified Mail Number:

Date: MARCH 27, 2015



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PURCHASE AGREEMENT

575-030-07
 RIGHT OF WAY
 OGC - 06/10
 Page 1 of 4

ITEM SEGMENT NO.: 4298611
 DISTRICT: 3
 FEDERAL PROJECT NO.: 4804 069 P
 STATE ROAD NO.: 10
 COUNTY: Gadsden
 PARCEL NO.: 100

Seller: The School Board of Gadsden County, Florida

Buyer: **State of Florida, Department of Transportation**

Buyer and Seller hereby agree that Seller shall sell and Buyer shall buy the following described property pursuant to the following terms and conditions:

I. Description of Property

(a) Estate being purchased: Fee Simple Permanent Easement Temporary Easement Leasehold

(b) Real property described as: Parcel 100, consisting of 18,397 square feet, 1,082 Linear Feet of 6' Chain Link Fence, 1 Gretna Elementary School Sign, and general landscaping

(c) Personal property: N/A

(d) Outdoor advertising structure(s) permit number(s): N/A

Buildings, structures, fixtures and other improvements owned by others: N/A

These items are NOT included in this agreement. A separate offer is being, or has been, made for these items.

II. PURCHASE PRICE

(a) Real Property

Land	1.	\$	<u>13,380.00</u>
Improvements	2.	\$	<u>28,500.00</u>
Real Estate Damages (Severance/Cost-to-Cure)	3.	\$	<u>0.00</u>

Total Real Property	4.	\$	<u>41,880.00</u>
----------------------------	----	----	------------------

(b) Total Personal Property	5.	\$	<u>0.00</u>
------------------------------------	----	----	-------------

(c) Fees and Costs

Attorney Fees	6.	\$	<u>0.00</u>
Appraiser Fees	7.	\$	<u>0.00</u>

_____ Fee(s)	8.	\$	<u>0.00</u>
--------------	----	----	-------------

Total Fees and Costs	9.	\$	<u>0.00</u>
-----------------------------	----	----	-------------

(d) Total Business Damages	10.	\$	<u>0.00</u>
-----------------------------------	-----	----	-------------

(e) Total of Other Costs	11.	\$	<u>0.00</u>
---------------------------------	-----	----	-------------

List: _____

Total Purchase Price (Add Lines 4, 5, 9, 10 and 11)		\$	<u>41,880.00</u>
--	--	----	------------------

(f) Portion of Total Purchase Price to be paid to Seller by Buyer at Closing		\$	<u>41,880.00</u>
---	--	----	------------------

(g) Portion of Total Purchase Price to be paid to Seller by Buyer upon surrender of possession		\$	<u>0.00</u>
---	--	----	-------------

III. Conditions and Limitations

- (a) Seller is responsible for all taxes due on the property up to, but not including, the day of closing.
- (b) Seller is responsible for delivering marketable title to Buyer. Marketable title shall be determined according to applicable title standards adopted by the Florida Bar in accordance with Florida Law subject only to those exceptions that are acceptable to Buyer. Seller shall be liable for any encumbrances not disclosed in the public records or arising after closing as a result of actions of the Seller.
- (c) Seller shall maintain the property described in **Section I** of this agreement until the day of closing. The property shall be maintained in the same condition existing on the date of this agreement, except for reasonable wear and tear.
- (d) Any occupancy of the property described in **Section I** of this agreement by Seller extending beyond the day of closing must be pursuant to a lease from Buyer to Seller.
- (e) The property described in **Section I** of this agreement is being acquired by Buyer for transportation purposes under threat of condemnation pursuant to **Section 337.25 Florida Statutes**.
- (f) Pursuant to **Rule 14-10.004, Florida Administrative Code**, Seller shall deliver completed **Outdoor Advertising Permit Cancellation Form(s), Form Number 575-070-12**, executed by the outdoor advertising permit holder(s) for any outdoor advertising structure(s) described in **Section I** of this agreement and shall surrender, or account for, the outdoor advertising permit tag(s) at closing.
- (g) Seller agrees that the real property described in **Section I** of this agreement shall be conveyed to Buyer by conveyance instrument(s) acceptable to Buyer.
- (h) Seller and buyer agree that this agreement represents the full and final agreement for the herein described sale and purchase and no other agreements or representations, unless incorporated into this agreement, shall be binding on the parties.
- (i) Other: _____

- (j) Seller and Buyer agree that a real estate closing pursuant to the terms of this agreement shall be contingent on delivery by Seller of an executed Public Disclosure affidavit in accordance with **Section 286.23, Florida Statutes**.

IV. Closing Date

The closing will occur no later than 60 days after Final Agency Acceptance.

V. Typewritten or Handwritten Provisions

Any typewritten or handwritten provisions inserted into or attached to this agreement as addenda must be initialed by both Seller and Buyer.

- There is an addendum to this agreement. Page _____ is made a part of this agreement.
- There is not an addendum to this agreement.

VI. Seller and Buyer hereby acknowledge and agree that their signatures as Seller and Buyer below constitute their acceptance of this agreement as a binding real estate contract.

It is mutually acknowledged that this Purchase Agreement is subject to Final Agency Acceptance by Buyer pursuant to **Section 119.0711, Florida Statutes**. A closing shall not be conducted prior to 30 days from the date this agreement is signed by Seller and Buyer to allow public review of the transaction. Final Agency Acceptance shall not be withheld by Buyer absent evidence of fraud, coercion, or undue influence involving this agreement. Final Agency Acceptance shall be evidenced by the signature of Buyer in **Section VII** of this agreement.

Seller(s)

Signature Date

Type or print name

Signature Date

Type or print name

Buyer

State of Florida Department of Transportation

BY: _____
Signature Date

Type or print name and title

VII. FINAL AGENCY ACCEPTANCE

The Buyer has granted Final Agency Acceptance this _____ day of _____, _____.

BY: _____
Signature Type or print name and title

Legal Review: _____
Date

Type or print name and title

ADDITIONAL SIGNATURES

SELLER(S):

Signature Date

Type or print name

Signature Date

Type or print name

Signature Date

Type or print name

Signature Date

Type or print name

Signature Date

Type or print name

Signature Date

Type or print name

Signature Date

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Signature Date

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10e

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEMS: Request to Delete from Capital Assets and Process as follows:
1. Vehicles #00-133 & 135 Sale for Salvage
2. Vehicle #94-503 Wrecked (Total Lost) – Receive Check from Insurance Company

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

In accordance with Sections 274.04, 274.05 and 274.06, Florida Statutes, Board approval is requested to delete \$119,044.00 plus applicable depreciation from the Motor Vehicle Capital Assets. This action is required based on the information received from the Director of Transportation.

VIN #	Purchase Price	Miles	Inventory Tag #	Vehicle #
1. 1HVBBAAN4YH290883	51,416.00	129258	200639	00-133
2. 1HVBBAANXYH290886	51,416.00	189166	200640	00-135
3. 1FTJE34M3RHB50753	16,212.00	134856	200651	94-503

TOTAL NUMBER OF VEHICLES 4

REVENUE: Applicable Funds

AMOUNT: \$119,044.00

PREPARED BY: Bruce James 

POSITION(s): Inventory Control Specialist

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9003 TRANS.DEPT-SCHOOL BD GADSDEN

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-02 SEQ-C

PROCESSED- 03/13/15 PAGE- 1
 TIME- 08:53

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTY	DISPD	T
00200639	5000015	BUSES		1HVBBAAAN4YH290883			00	9003	00	0000	G	07	021600		091714	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000400	INTERNATIONAL			O									51,416.00	10
		VEH: 00-133	TAG: 120530	TITLE:												
		COM: SPARE												TOTAL	51,416.00	
00200640	5000015	BUSES		1HVBBAAANXYH290886			00	9003	00	0000	G	07	021600		092614	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000400	INTERNATIONAL			O									51,416.00	10
		VEH: 00-135	TAG: 120529	TITLE:												
		COM: SPARE												TOTAL	51,416.00	
				CNTR 9003	TOTAL								2 ITEMS		102,832.00	COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9004 SCHOOL FOOD SVC-GADSDEN CO

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-02 SEQ-C

PROCESSED- 03/13/15 PAGE- 2
 TIME- 08:53

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER----	--MODEL-- NUMBER	---LOCATION--- CNTR DP BLDG FM N DS	C	-----DATES----- ACQRED INVTRY	T DISPD G
00200651	5000001	VANS		1FTJE34M3RHB50753		94 9004	00 0000	G 07 080894	092414 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000004	FORD MOTOR COMPANY			O			16,212.00 7
		VEH: 94-503	TAG: 132578	TITLE:					
		COM: JUSTIN CAMPBELL						TOTAL	16,212.00
				CNTR 9004	TOTAL			1 ITEMS	16,212.00 COST

RPRT- M1B08
DIST- 20 GADSDEN COUNTY SCHOOL BOARD

TERMS - FACILITY MANAGEMENT SERIES
FIXED ASSET VERIFICATION
REQ-02 SEQ-C

PROCESSED- 03/13/15 PAGE- 3
TIME- 08:53

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER----	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
				REQ 02	TOTAL		3 ITEMS		119,044.00 COST

DIS: 20 FY: 15 2. FIXED ASSETS TITLE: 15009
 OBJ: 00200640

ITEM CODE ----- DESCRIPTION ----- SERIAL # -----
 5000015 BUSES 1HVBBAAANXYH290886

TAGGED? 5000 # VOR: V 999999999 VENDOR PRIOR TO ITEMS
 Y 00 DRG: M 000000400 INTERNATIONAL
 MEH: 00-135 TAG: 120529 TITLE: _____

LOCATED: CNTR: 9003 TRANS-DEPT SCHOOL BD GADSDEN DEPT: __ BLDG: 00 RM: 0000

ACQUIRED DATE P.O. # CHECK# DOL 12/01 CNTR-ORG-END-PROJECT -- -- AMOUNT
 021600 _____ 0 _____ 51,416.00

MAIN CONTRACT: _____
 COMMENTS SPARE TOTAL COST: 51,416.00

STATUS 15/01 01 -- DISPOSITION -- 1-15/01 13 ACQUISITION 51,416.00
 _____ G 07 REMOVED 092614 10 CURR SALE _____

IF SOLD DATE: RECEIPT NO: SALVAGE: _____
 SOLD FOR: _____

RECORD HAS BEEN UPDATED. NEXT ? TITLE: 15009

4-© § 1 Sess-1 199.44.72.2 TW1H0244 2/41

DIST: 20 FY: 15 20 FIXED ASSETS CURR: 15.10
 NO ID: 00200651

ITEM CODE --- DESCRIPTION --- SERIAL # ---
 5000001 VANS 1FTJE34M3RHB50753

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERM
 Y 94 DEG: M 000000004 FORD MOTOR COMPANY
 VEH: 94-503 TAG: 132578 TITLE: _____

LOCATED CNTR: 9004 SCHOOL FOOD SVC GADSDEN CO DEPT: ___ BUD: 00 RCD: 0000

ACQUIRED DATE PURCH CHECK# OR GEN ENTR DED FND-PROJECT ---
 080894 _____ 0 _____ 16,212.00

MAINT CONTRACT: _____
 COMMENTS JUSTIN CAMPBELL TOTAL COST: 16,212.00

STATUS INV DT CN ---DISPOSITION--- DISP DT DT ACCUM DEPR: 16,212.00
 _____ 6 07 REMOVED 092414 7 CURR VAL:

IF SOLD DATE: RECEIPT NO: SOLD FOR: _____

FIXED ASSET RECORD DISPLAYED. NEXT? TERM: 24M
 4-@ \$ 1 Sess-1 199.44.72.2 TW1H0244 2/41

DISP: 20 FY: 15 2. FIXED ASSETS TRF: 15110
 NBRB: 00200639

LINE CODE: 5000015 BUSETS DESCRIPTION: 1HVBBAA04YH290883
 SERIAL #: 1HVBBAA04YH290883

TAGGED? MODEL # FOR: V 999999999 VENDOR PRIOR TO TERMS
 Y 00 SFG: M 000000400 INTERNATIONAL
 VFD: 00-133 TAG: 120530 TRF: _____

LOCATED: CDR: 9003 TRANS DEPT SCHOOL BD GARDEN DEPT: ___ BLDG: 00 RM: 0000

ACQUIRED: DATE: 021600 PURCH: 0 CMTY-OWN: _____ TRF PROJECT: _____ AMOUNT: 51,416.00

MAIN CONTRACT: _____
 COMMENTS: SPARE TOTAL COST: 51,416.00

STATUS: INV DE CR - DISPOSITION: 091714 10 ACQD DEPR: 51,416.00
 G 07 REMOVED CURR VAL: _____

IF SOLD: DATE: _____ RECEIPT NO: _____ SOLD FOR: _____

FIXED ASSET RECORD DISPLAYED. NEXT? TRF: 15110

4-© \$ 1 Sess-1 199.44.72.2 TW1H0244 2/41

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10f

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEMS: Request to Delete from Capital Assets – Furniture, Fixtures & Equipment (July 1, 2015 – March12, 2015); and Sale to Recycling Company

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

In accordance with Sections 274.04, 274.05 and 274.06, Florida Statutes, Board approval is requested to delete \$68,686.67 from the Capital Assets General Ledger.

Center	Amount	Center	Amount	Center	Amount
0041 - \$	8,248.20	0051 - \$	3,565.79	0061 - \$	7,953.00
0071 - \$	6,475.00	0091 - \$.00	0101 - \$	2,427.00
0141 - \$	1,102.00	0171 - \$	15,600.00	0191 - \$	1,658.00
0201 - \$.00	0211 - \$	5,649.00	0245 - \$	6,000.00
9001 - \$	7,508.68	9003 - \$	2,500.00	9004 - \$.00

See Attached – Fixed Asset Verification Documents

REVENUE: All Funds

AMOUNT: \$68,686.67

PREPARED BY: Bruce James 

POSITIONS: Inventory Control Specialist

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DS	ACQRED	DATES	INVTY	DISPD	T
00031284	4110101	DESKTOP COMPUTER		32739	GX745	0041	11	1	E 07	112807	060613	082614	Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138 DELL		172376	000001	O				376-0041		861.80	5
		COM: DELL CPU										TOTAL	861.80
												CUR VALUE	861.80
00036744	4110101	DESKTOP COMPUTER		5Q3V1F1	GX745	0041	11	1	E 07	112807	060613	082614	Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138 DELL		172376	000001	O				376-0041		861.80	5
		COM: DELL CPU										TOTAL	861.80
00032547	4110101	DESKTOP COMPUTER		8CJ8N41	GX270	0041	11	6	G 07	010105	051512	082614	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138 DELL			000001	O						949.00	5
		COM: DELL CPU										TOTAL	949.00
00032549	4110101	DESKTOP COMPUTER		6CJ8N41	GX270	0041	11	6	G 07	010105	051512	082614	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138 DELL			000001	O						949.00	5
		COM: DELL CPU										TOTAL	949.00
00033753	4110101	DESKTOP COMPUTER		32554	GX745	0041	3	8	E 07	071607		082614	Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138 DELL		170896	000001	O				420-0041		861.80	15
		COM: DELL CPU										TOTAL	861.80
												CUR VALUE	861.80
00036174	4110101	DESKTOP COMPUTER		BK4M4D1	GX745	0041	3	8	E 07	071607		082614	Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138 DELL		170896	000001	O				420-0041		861.80	15
		COM: DELL CPU										TOTAL	861.80
00033209	4110101	DESKTOP COMPUTER		5NLKG61	GX280	0041	7	6	G 07	010105		082614	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138 DELL			000001	O						849.00	5
		COM: DELL CPU										TOTAL	849.00

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0041 GEORGE W MUNROE ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

PROCESSED- 03/12/15 PAGE- 2
 TIME- 11:08

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION-----	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTY	DISPD G
00032566	4110101	DESKTOP COMPUTER		F7W8N41	GX270	0041 9 6	G 07	010105	082614 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00035498	4110101	DESKTOP COMPUTER		2G2LK81	GX520	0041 99 06	E 07	010106	082614 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00
00035473	4110300	PRINTERS		G1560500089	CL1000	0041 99 5	G 07	010104	082614 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		COM: RICOH PRINTER			000001	O			.00 5
								TOTAL	.00
				CNTR 0041	TOTAL			10 ITEMS	8,248.20 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0051 WEST GADSDEN HIGH SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

PROCESSED- 03/12/15 PAGE- 3
 TIME- 11:08

-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00036576	4110101	DESKTOP COMPUTER		HFK4SD1	GX745	0051 2 200	E 07 101007	062510	110714 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138 DELL		171864	000001	O		376-0051	861.80 5
		COM: DELL CPU (HOLD)						TOTAL	861.80
00035870	4110101	DESKTOP COMPUTER		3LL3VC1	GX745	0051 2 212A	E 07 072307	062510	110714 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138 DELL		170326	000001	O			861.80 5
		COM: DELL CPU						TOTAL	861.80
00039747	4110101	DESKTOP COMPUTER		G2105V1	GC390	0051 2 212A	G 07 063012		091714 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
				182661	088588	O		434-0051-4221220	980.39 5
		COM: DELL CPU GX390						TOTAL	980.39
								CUR VALUE	588.23
00030406	4050002	MUSIC RECORDING EQUIPMENT		126A0129	VS204	0051 2 214A	G 07 010106		110714 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
						O			7
		COM: JVS DVD PLAYER						TOTAL	.00
00036587	4110101	DESKTOP COMPUTER		2CK4SD1	GX745	0051 4 404	E 07 101007		110714 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138 DELL		171864	000001	O		376-0051	861.80 5
		COM: DELL CPU						TOTAL	861.80
				CNTR 0051	TOTAL			5 ITEMS	3,565.79 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0061 HAVANA MIDDLE SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

PROCESSED- 03/12/15 PAGE- 4
 TIME- 11:08

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DS	ACQRED	DATES	T
00035268	4110101	DESKTOP COMPUTER		HRRVY81	GX520	0061	1	120	E 07	110206	091714 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN		FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138 DELL		000001		O				829.00	5
		COM: DELL CPU							TOTAL	829.00	
00033979	4110102	LAPTOP COMPUTER		4H6190GDSEB	BA124L	0061	2	201	E 07	010105 070810	022415 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN		FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000002 APPLE COMPUTER		000001		O				1,066.00	5
		COM: I-BOOK LAPTOP							TOTAL	1,066.00	
00033401	4110102	LAPTOP COMPUTER		4H6191E3SEB	BA124L	0061	2	212	E 07	010105 060110	011215 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN		FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000002 APPLE COMPUTER		000001		O				1,066.00	5
		COM: I-BOOK LAPTOP							TOTAL	1,066.00	
00033406	4110102	LAPTOP COMPUTER		4H6190FXSEB	BA124L	0061	2	212	E 07	010105 060110	011215 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN		FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000002 APPLE COMPUTER		000001		O				1,066.00	5
		COM: I-BOOK LAPTOP							TOTAL	1,066.00	
00033409	4110102	LAPTOP COMPUTER		4H6191LJSEB	BA124L	0061	2	212	E 07	010105 060110	011215 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN		FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000002 APPLE COMPUTER		000001		O				1,066.00	5
		COM: I-BOOK LAPTOP							TOTAL	1,066.00	
00033410	4110102	LAPTOP COMPUTER		4H6190LHSEB	BA124L	0061	2	212	E 07	010105 060110	011215 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN		FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000002 APPLE COMPUTER		000001		O				1,066.00	5
		COM: I-BOOK LAPTOP							TOTAL	1,066.00	
00035932	4110101	DESKTOP COMPUTER		FNPRYC1	GX745	0061	6	640	E 07	052107 070810	092414 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN		FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138 DELL		170563	000001	O			420-0061-4221250	845.00	5
		COM: DELL CPU							TOTAL	845.00	

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0061 HAVANA MIDDLE SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

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 TIME- 11:08

-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00032785	4110101	DESKTOP COMPUTER		4FW8N41	GX1	0061 7 713 G 07	010100	101910	092414 Y
		VDR: V999999999	VENDOR PRIORITY TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT-----	AMOUNT	LIF
		MFG: M000000138	DELL		000001 O			949.00	5
		COM: DELL CPU					TOTAL	949.00	
				CNTR 0061	TOTAL				8 ITEMS
									7,953.00 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0071 EAST GADSDEN HIGH SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

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 TIME- 11:08

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	DATES	INVTY	DISPD	T
00037089	4120000	COPIER		L368520446	MPC250	0071	8	805	E	07	062608			111214		Y	
		VDR: VR05060000	RICOH USA, INC	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT			AMOUNT	LIF		
				174072	062782	O					110-0071-1109900			6,475.00	5		
		COM: RICOH COPIER									TOTAL			6,475.00			
00035878	4220000	MUSICAL INSTRUMENTS		11145		0071	9	909	G	07	010104			092614		Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT			AMOUNT	LIF		
		MFG: M000003082	YAMAHA		000001	O									5		
		COM: FRENCH HORN YAMA									TOTAL			.00			
00035879	4220000	MUSICAL INSTRUMENTS		11137		0071	9	909	G	07	010104			092614		Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT			AMOUNT	LIF		
		MFG: M000003082	YAMAHA		000001	O									5		
		COM: FRENCH HORN YAMA									TOTAL			.00			
00035880	4220000	MUSICAL INSTRUMENTS		18488		0071	9	909	G	07	010104			092614		Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT			AMOUNT	LIF		
					000001	O									5		
		COM: BARITONE SAXOPHONE									TOTAL			.00			
00035881	4220000	MUSICAL INSTRUMENTS		1131	YCL-23	0071	9	909	G	07	010104			092614		Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT			AMOUNT	LIF		
		MFG: M000003082	YAMAHA		000001	O									5		
		COM: YAMAHA CLARINET									TOTAL			.00			
00101558	4220000	MUSICAL INSTRUMENTS		330809	NOT VI	0071	9	909	G	07	010104			091714		Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT			AMOUNT	LIF		
					000001	O									5		
		COM: SOUSOPHONE									TOTAL			.00			
00101969	4220000	MUSICAL INSTRUMENTS		2770		0071	9	909	G	07	010104			091714		Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT			AMOUNT	LIF		
		MFG: M000003082	YAMAHA		000001	O									5		
		COM: YAMA BARITONE									TOTAL			.00			

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0071 EAST GADSDEN HIGH SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

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-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION---	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00101970	4220000	MUSICAL INSTRUMENTS		3477		0071 9 909 G 07	010104		091714 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT-----	AMOUNT	LIF
		MFG: M000003082	YAMAHA		000001 O				5
		COM: YAMA BASS CLARINET					TOTAL		.00
00101972	4220000	MUSICAL INSTRUMENTS		342999	YSB321	0071 9 909 F 07	010104		091714 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT-----	AMOUNT	LIF
					000001 O				5
		COM: CONCERT TUBA					TOTAL		.00
				CNTR 0071	TOTAL		9 ITEMS		6,475.00 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0091 HAVANA ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
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-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED INVTRY	DISPD	G
00036648	4110300	PRINTERS		F7J455550	MFC-84	0091 6 31	E 07 102407	111314	Y
		VDR: VP00095000 PC NATION		PO NUM	CHECK	OLG OWN	FND-CNTR-PROJECT-----	AMOUNT	LIF
		MFG: M000000091 BROTHER'S		172092	000001	O	110-0091		5
		COM: BROTHERS FX SCN					TOTAL	.00	
				CNTR 0091	TOTAL		1 ITEMS	.00	COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0101 GADSDEN ELEMENTARY MAGNET

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
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-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00027955	4110101	DESKTOP COMPUTER		3TGSE	GX1	0101	GYM F 07	010103	082914 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			1,598.00 5
		COM: DELL CPU						TOTAL	1,598.00
00101007	4110101	DESKTOP COMPUTER		4F9R21	GX260	0101	GYM G 07	010199	082914 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			829.00 5
		COM: DELL CPU						TOTAL	829.00
				CNTR 0101	TOTAL			2 ITEMS	2,427.00 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0141 GREENSBORO ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
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-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00033512	4110101	DESKTOP COMPUTER		GPT9M71	GX280	0141 5 7	G 07	010106	082814 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,102.00 5
		COM: DELL CPU						TOTAL	1,102.00
00032899	4050100	PROJECTORS		FWDG4Y3703F	EMP-S1	0141 99 65	G 07	010106	121014 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				.00 5
		COM: EPSON PROJECTOR						TOTAL	.00
				CNTR 0141	TOTAL			2 ITEMS	1,102.00 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0171 GRETNA ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
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-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS	ACQRED	INVTY	DISPD
00033379	4110101	DESKTOP COMPUTER		20Y7M71	GX280	0171 1 5	G 07 010106		011215 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O		1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00
00033363	4110101	DESKTOP COMPUTER		J6Y7M71	GX280	0171 1 8	G 07 010106		011215 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O		1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00
00033368	4110101	DESKTOP COMPUTER		F6Y7M71	GX280	0171 2 2	G 07 010106		011215 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O		1,200.00	5
		COM: DELLCPU						TOTAL	1,200.00
00033384	4110101	DESKTOP COMPUTER		C1Y7M71	GX280	0171 2 5	G 07 010106	051512	011215 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O		1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00
00033419	4110101	DESKTOP COMPUTER		6DR9M71	GX280	0171 2 5	G 07 010106	051512	011215 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O		1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00
00035076	4110101	DESKTOP COMPUTER		G5Y7M71	GX280	0171 3 15	G 07 010106	041910 082014	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O		1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00
00033348	4110101	DESKTOP COMPUTER		6YX7M71	GX280	0171 3 5	G 07 010106		011215 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O		1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0171 GREYNA ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
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-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	DATES	INVTY	DISPD	T
00033354	4110101	DESKTOP COMPUTER		12Y7M71	GX280	0171	3	5	G	07	010106					011215	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O									1,200.00	5	
		COM: DELL CPU											TOTAL		1,200.00		
00035088	4110101	DESKTOP COMPUTER		3FR9M71	GX280	0171	3	5	G	07	010106	041910				011215	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O									1,200.00	5	
		COM: DELL CPU											TOTAL		1,200.00		
00033385	4110101	DESKTOP COMPUTER		G3Y7M71	GX280	0171	3	6	G	07	010106					011215	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O									1,200.00	5	
		COM: DELL CPU											TOTAL		1,200.00		
00033418	4110101	DESKTOP COMPUTER		BHR9M71	GX280	0171	3	6	G	07	010106					011215	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O									1,200.00	5	
		COM: DELL CPU											TOTAL		1,200.00		
00033355	4110101	DESKTOP COMPUTER		31Y7M71	GX280	0171	3	9	G	07	010106	051512				011215	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O									1,200.00	5	
		COM: DELL CPU											TOTAL		1,200.00		
00035102	4110101	DESKTOP COMPUTER		FJR9M71	GX280	0171	3	9	G	07	010106	051512				011215	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O									1,200.00	5	
		COM: DELL CPU											TOTAL		1,200.00		
				CNTR 0171	TOTAL						13	ITEMS			15,600.00	COST	

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0191 ST. JOHN ELEMENTARY SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
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-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00033823	4110101	DESKTOP COMPUTER		JFL5691	GX520	0191 2 31	G 07	010106	082614 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			829.00 5
		COM: DELL CPU						TOTAL	829.00
00033814	4110101	DESKTOP COMPUTER		DGL5691	GX520	0191 4 33	G 07	010106	082614 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			829.00 5
		COM: DELL CPU						TOTAL	829.00
				CNTR 0191	TOTAL			2 ITEMS	1,658.00 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0201 STEWART STREET ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
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-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION-----	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00035581	4110300	PRINTERS			CL2000	0201 1 7	G 07	010104	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT-----	AMOUNT	LIF
					O				5
		COM: RICOH PRINTER					TOTAL		.00
00037834	4110101	DESKTOP COMPUTER		7TD3HM1	GX780	0201 3 26	G 07	051210	022415 Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT-----	AMOUNT	LIF
				177965	747405	O	420-0201-4226700		5
		COM: DELL CPU					TOTAL		.00
				CNTR 0201	TOTAL		2 ITEMS		.00 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0211 JAMES A SHANKS MIDDLE SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
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-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00033618	4110101	DESKTOP COMPUTER		BRD4S71	GX280	0211 2 14	G 07	010106	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O			1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00
00033597	4110101	DESKTOP COMPUTER		8YC4S71	GX280	0211 2 5	G 07	010106	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O			1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00
00033582	4110101	DESKTOP COMPUTER		67P4S71	GX280	0211 3 14	G 07	010106	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				5
		COM: DELL CPU						TOTAL	.00
00033616	4110101	DESKTOP COMPUTER		7QD4S71	GX280	0211 3 14	G 07	010106	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O			1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00
00021670	4080100	TELEVISIONS		204420876	F27201	0211 3 28	G 07	010104	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000046	RCA	000001	O				7
		COM: RCA TV						TOTAL	.00
00033617	4110101	DESKTOP COMPUTER		6PD4S71	GX270	0211 3 4	G 07	010105	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O			849.00	5
		COM: DELL CPU						TOTAL	849.00
00033630	4110101	DESKTOP COMPUTER		G4Z4S71	GX280	0211 3 4	G 07	010106	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O			1,200.00	5
		COM: DELL CPU						TOTAL	1,200.00

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0211 JAMES A SHANKS MIDDLE SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

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-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION---	C	-----DATES-----	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00021681	4080100	TELEVISIONS		204421278	27201G	0211 3 49	G 07	010103	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT-----	AMOUNT LIF
		COM: RCA TV			0			TOTAL	.00
00035817	4110101	DESKTOP COMPUTER		CNC43814DR	JP5629	0211 3 6	G 07	010102	022415 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000016	HEWLETT-PACKARD		000001 0			TOTAL	.00
		COM: HP CPU							
				CNTR 0211	TOTAL			9 ITEMS	5,649.00 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0245 GADSDEN TECHNICAL INSTITUTE

TERMS - FACILITY MANAGEMENT SERIES
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-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTY	DATES	DISPD	T
00035058	4120000	COPIER		5K080212099	1224C		0245		14	3	G	07	010103	092109	111214	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
				000001	0										6,000.00	5	
		COM: RICOH COLOR COPIER											TOTAL		6,000.00		
00036679	4110300	PRINTERS		J7J513916	MFC-84		0245		14	5	G	07	102407	092109	111214	Y	
		VDR: VP00095000	PC NATION	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000091	BROTHER'S	172092	000001	0							110-0245			5	
		COM: BROTHERS COP/FX/SCN											TOTAL		.00		
				CNTR 0245	TOTAL								2 ITEMS		6,000.00	COST	

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9001 GADSDEN COUNTY PUBLIC SCHOOLS

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
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-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	DATES	INVTY	DISPD	T
00039763	4110106	IPAD		DYVJ2LWDFHW	11315	9001			MX		G	07	100412			111014	Y
		VDR: VA10350000	APPLE COMPUTER INC	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
				183389	090430	O							110-9001-1109990		5		
		COM: IPAD (JUDGE HELMS)											TOTAL		.00		
00036347	4110300	PRINTERS		6D8HDB1	3115	9001			MX	13	E	07	060507			082114	Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL	170769	000001	O							110-9001		740.99	5	
		COM: DELL COLOR PRINTER											TOTAL		740.99		
00037882	4110101	DESKTOP COMPUTER		F92SFN1	GX780	9001			MX	13	G	07	062810			070114	Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
				178322	075769	O							420-9001-4221200		842.39	5	
		COM: DELL CPU											TOTAL		842.39		
													CUR VALUE		322.92		
00036346	4110300	PRINTERS		YHT734710	418	9001			MX	23	G	07	010105			092514	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000033	XEROX		000001	O										5	
		COM: XEROX PRINTER											TOTAL		.00		
00034749	4110101	DESKTOP COMPUTER		C3DV581	GX620	9001			MX	24A	G	07	010106	082609	092614	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O									1,105.00	45	
		COM: DELL CPU											TOTAL		1,105.00		
00027276	4330000	TYPEWRITERS		I-NN068	1500	9001			MX	42	G	07	010102			092914	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000002096	IBM		000001	O									575.00	7	
		COM: IBM WHEELWRITER											TOTAL		575.00		
00100601	4330000	TYPEWRITERS		11DWXW5	3000	9001			MX	62	G	07	010100	070609	081814	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000002096	IBM		000001	O									729.00	7	
		COM: IBM WHEEL WRITER											TOTAL		729.00		

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9001 GADSDEN COUNTY PUBLIC SCHOOLS

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

PROCESSED- 03/12/15 PAGE- 19
 TIME- 11:08

-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION---	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00040725	4110102	LAPTOP COMPUTER		6H94CY1	3010	9001	MX 63	G 07 111913	091714 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
				185688 097601 O				110-9001-1109990	5
		COM: DELL CPU						TOTAL	.00
00035846	4110101	DESKTOP COMPUTER		9BY8VC1	PRECIS	9001	MX 65	E 07 042407	070314 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
		MFG: M000000138 DELL		170341 000001 O				420-9001	2,635.00 5
		COM: DELL CPU- (S. GAUSS)						TOTAL	2,635.00
00036880	4110101	DESKTOP COMPUTER		5NJRQF1	GX755	9001	99 62	E 07 022808	081314 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
		MFG: M000000138 DELL		173163 000001 O				420-9001	881.30 5
		COM: DELL CPU - CONF. RM						TOTAL	881.30
				CNTR 9001	TOTAL			10 ITEMS	7,508.68 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9003 TRANS.DEPT-SCHOOL BD GADSDEN

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

PROCESSED- 03/12/15 PAGE- 20
 TIME- 11:08

-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00200483	4290200	MISC	SHOP/VOC EQUIPMENT	SW181102000435	918	9003	SHOP G 07	010102	011315 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
					000001	O			2,500.00 7
		COM: PARTS WASHER						TOTAL	2,500.00
				CNTR 9003	TOTAL			1 ITEMS	2,500.00 COST

RPRT- M1B08
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9004 SCHOOL FOOD SVC-GADSDEN CO

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET VERIFICATION
 REQ-01 SEQ-C

PROCESSED- 03/12/15 PAGE- 21
 TIME- 11:08

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER----	--MODEL-- NUMBER	---LOCATION-----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTY	DISPD G
00035023	4110101	DESKTOP COMPUTER		7GMNJ91	GX520	9004	G 07	010106	111014 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			5
		COM: DELL CPU (INVENTORY CAGE)						TOTAL	.00
				CNTR 9004	TOTAL				.00 COST
						1	ITEMS		

RPRT- M1B08
DIST- 20 GADSDEN COUNTY SCHOOL BOARD

TERMS - FACILITY MANAGEMENT SERIES
FIXED ASSET VERIFICATION
REQ-01 SEQ-C

PROCESSED- 03/12/15 PAGE- 22
TIME- 11:08

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER----	--MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
				REQ 01	TOTAL			77 ITEMS	68,686.67 COST

RW Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

Date of School Board Meeting: April 28, 2015

TITLE OF AGENDA ITEM: School Field Trip Requests (Out-of-State) – West Gadsden High

DIVISION: Pre-K – 12 Education

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:
(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. West Gadsden High School is requesting approval for an out-of-state field trip to Birmingham, Alabama. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith

POSITION: Deputy Superintendent

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FIELD TRIP REQUEST

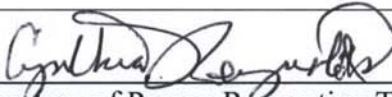
SCHOOL: West Gadsden High School	CONTACT FOR FIELD TRIP: Mrs. Erica Lightfoot Ms. Cynthia Reynolds
--	--

DATE OF TRIP: May 1 – 2, 2015	WHO IS ATTENDING: (grade/organization) Career Technical Education Programs
---	--

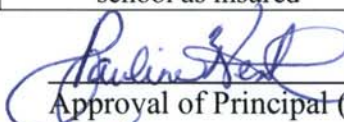
LOCATION: Birmingham, Alabama	TRAVELING BY: _____ School bus <input checked="" type="checkbox"/> Charter bus
---	--

PURPOSE:
The students will attend an educational field trip to tour venues within the Birmingham Civil Rights District.

SCHOOL BUS – Required items for approval: 1. Principal’s signature 2. Complete list of participants and chaperones 3. Complete final itinerary	CHARTER BUS – Required items for approval: 4. Principal’s signature 5. Complete list of participants and chaperones 6. Complete final itinerary 7. Copy of charter bus contract with signatures 8. Proof of Insurance showing either district or school as insured
--	--



Signature of Person Requesting Trip



Approval of Principal (signature required)

_____ APPROVED	_____ DENIED
_____ Rosalyn W. Smith Deputy Superintendent	_____ Date

Please forward completed form via district mail or fax to:
Mrs. Cheryl Ellison
Administrative Assistant for Curriculum & Instruction
Fax: (850) 627-3530 Email: ellisonc@gcpsmail.com

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FBLA/ FCCLA End-of-Year Field Trip

Birmingham Civil Rights Institute

Birmingham, AL

May 1- 2, 2015

Itinerary

May 1, 2015

7:30 AM Load Bus

8:00 Depart WGHS

11:00 Stop for lunch in Montgomery, AL (Golden Corral) 334-532-0020

1:00 PM Arrive at Sixteen Street Baptist Church 205-251-9402

3:00 Birmingham Civil Rights Institute
520 Sixteenth Street North
Birmingham, AL 35203

5:00 Check in hotel - Candlewood Suite (205)769-9777 ext. 155 900 Common Drive

6:00 Travel to the Mall – Students will eat dinner

8:00 Travel back to hotel

May 2, 2015

8:00 AM Students will meet for breakfast

9:00 Depart Birmingham, AL

12:00 PM Arrive in Dothan, AL for lunch-Golden Corral 334-677-9976

1:30 Depart Dothan, AL

2:30 Arrive at Burger King in Greensboro; parents will pick students up.

**CAREER TECHNICAL EDUCATION FIELD TRIP
BIRMINGHAM CIVIL RIGHTS DISTRICT
BIRMINGHAM, ALABAMA
MAY 1 – 2, 2015**

PARTICIPANTS:

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CHAPERONES:

**Mrs. Erica Lightfoot
Ms. Cynthia Reynolds
Ms. Towanda Thomas
Mr. Delwyn Hall**

GADSDEN COUNTY PUBLIC SCHOOLS

**West Gadsden High School
200 Providence Road
Quincy, Florida 32351
Instructional Field Trip**

PARENT PERMISSION FORMS FOR FIELD TRIP PARTICIPATION

Dear Parent:

Your son/daughter is eligible to participate in a school sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of teachers, volunteers, and interested parents. A brief description of the activity follows:

Name of Event: Career Technical Education Programs
Destination: Birmingham , Alabama
Designated Supervisor of Activity: Ms. Cynthia Reynolds & Mrs. Erica Lightfoot
Date of Departure: May 1, 2015
Time of Departure: 7:30 A.M.; Time of Return: 2:30 P.M.
Method of Transportation: Charter Bus
Student Cost: \$ 75.00

If you would like your child to participate in this event, please complete, sign, and return this statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal liability which may result from any personal actions taken by the named student. Students attending school field trips must follow all school and district rules as they are noted in the *Code of Student Conduct and Positive Student Management Discipline Plan*.

STATEMENT OF CONSENT

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from school grounds and that my child will be supervised by a designated person on the stated dates. I further consent to the conditions stated above regarding participation in this event, including the method of transportation.

Telephone Number

Parent's Name – Please Print

Emergency Telephone Number

Parent's Signature

Date

Please return this entire form by : April 24, 2015

INVOICE

March 9, 2015

West Gadsden High School
c/o Ms. Genae Lightfoot
Quincy, Florida

TOUR AMOUNT: \$200.00

PURPOSE: Group tour (\$5.00 per person)
Fed ID #63-0397962
Invoice #12887
Date: May 1, 2015, 1:00 p.m.

Please make check/money order payable to:

Sixteenth Street Baptist Church
1530 Sixth Avenue North
Birmingham, Alabama 35203

Erica Lightfoot <lightfoote@gcpsmail.com>
To: "reynoldsc@gcpsmail.com" <reynoldsc@gcpsmail.com>

Mon, Mar 9, 2015 at 8:22 PM

Sent from my iPhone

Begin forwarded message:

From: <info@16thstreetbaptist.org>
Date: March 9, 2015 at 2:09:39 PM EDT
To: lightfoote@gcpsmail.com
Subject: Revised Tour Confirmation Letter/Invoice

[Quoted text hidden]



Erica Lightfoot <lightfoote@gcpsmail.com>

Revised Tour Confirmation Letter/Invoice

2 messages

info@16thstreetbaptist.org <info@16thstreetbaptist.org>
To: lightfoote@gcpsmail.com

Mon, Mar 9, 2015 at 2:09 PM

9 March 2015

West Gadsden High School
c/o Ms. Genae Lightfoot
Quincy, Florida

Dear Ms. Lightfoot:

Thank you for seeking information about visiting our historic facility and church. We have confirmed your tour group for Friday, May 1, 2015, 1:00 p.m. It is important if your schedule should change that you contact us immediately. Also, if your group is running late, please inform us so that volunteers can make necessary adjustments to accommodate your group. We are asking for a suggested donation of \$5.00 per person.

If you are planning to visit other venues in the Birmingham Civil Rights District, each venue must be individually contacted if you did not use the services of the Greater Birmingham Convention and Visitors Bureau. Venues can be contacted at:

The Birmingham Civil Rights Institute	(205) 328-9696
The Birmingham Jazz Hall of Fame	(205) 327-9424
Urban Impact (4 th Avenue Merchants)	(205) 328-1850

If you have not contacted the Convention Bureau, please do so at 1-800-458-8085. They can supply you with additional information about other attractions in the City of Birmingham and assist with eating facilities and hotel accommodations.

We look forward to having you at Sixteenth Street Baptist Church.

Sincerely,

Valerie Lee

Mrs. Valerie Lee
Administrative Assistant
vleeheisworthy@yahoo.com
(205) 251-9402 ext. 10



CANDLEWOOD
SUITES

March 9, 2015

To: West Gadsden High School

From: Candlewood Suites Birmingham/Homewood

Re: Group Rooms Agreement

It is an honor and a pleasure to welcome you and your group to the Candlewood Suites Birmingham/Homewood!!

Group Block

The Candlewood Suites Birmingham/Hoover is happy to extend the following Rooms and Rates for your group:

<u>Number of Rooms</u>	<u>Rate</u>	<u>Dates</u>
13 Doubles	\$85.00 Plus Tax	05/01/15-05/02/15

The rates listed above include all of the following amenities:

- Free Wifi
- Full Kitchens in each room
- Complimentary Laundry Facility
- Fully Equipped Fitness Center w/Free Weights
- Complimentary Lending Locker (Small Kitchen Appliances, Games, etc)
- Complimentary Business Center
- Complimentary DVD Library
- Fully Stocked Pantry with low cost snacks, drinks, meals, and ice cream
- Complimentary Coffee and Newspapers
- Complimentary Outdoor Weber Gas Grills
- Pets Allowed (Small Fee/Deposit)

Form of payment

A valid credit/debit card or a school check must be provided at check-in as payment for the rooms.

Method of Reservation

A rooming list will be provided by the school to book each room.

Group Block Cut-off

We will hold the group block until 12:00 am on 04/28/15. Please have your rooming list to us by this date. Any reservation request after this date will be based on availability, but we cannot guarantee availability after the date listed above.

If you agree to the terms of this group rate agreement, please sign and date on the provided line below and fax it back to (205) 769-9555 or you can email it to bhmlp.sales@gmail.com. If you have any questions, please do not hesitate to give me a call at (205)769-9777 ext 155. Thank you again for your business and we look forward to welcoming you and your group in the days ahead!!

Representative of West Gadsden High School

Date

David Coram, Candlewood Suites

Date

AL'DRIA CHARTER & TOURS, INC

"GIVE US A CALL, WE'LL TAKE YOU THERE"

6315 BLOUNTSTOWN HWY. SUITE -E
TALLAHASSEE, FLORIDA 32304
OFFICE # (850) 580-2707 FAX # (850) 575-7162
Email: transportation@aldriatours.com

INVOICE -CONTRACT-

INVOICE NO: _____
DATE: MARCH 10, 2015

"Our mission is to provide you with quality, affordable, comfortable,
dependable motorcoach transportation and excellent service:"

FED. ID. #59-329-4004

TO: <u>WEST GADSDEN HIGH SCHOOL</u>	DESTINATION: <u>BIRMINGHAM, ALABAMA</u>
GROUP:	DATE OF DEPARTURE: <u>MAY 1, 2015</u>
ADDRESS: <u>200 PROVIDENCE ROAD</u>	TIME OF DEPARTURE:
<u>QUINCY, FLORIDA</u>	DATE OF RETURN: <u>MAY 2, 2015</u>
Pickup location: <u>-SCHOOL-</u>	TIME OF RETURN:

Email: lightfoot.e@9copsmail.com

MOTORCOACH TYPE	P.O. NUMBER# CONTRACT#	DATE OF TRIP	CONTACT PERSON	TELEPHONE#	CHARGES PER UNIT
<u>1 COACH ⁵⁶ _{TAX}</u>		<u>MAY 1-2, 2015</u>	<u>MRS. E. LIGHTFOOT</u>	<u>(850) 442-9500</u>	<u>\$3400.00</u>

Thanks for choosing AL'DRIA TOURS, INC. as your motor coach transportation provider. This is your contract, invoice, and receipt. This contract # _____ in the amount of \$ 3400.00 is forwarded for your review and approval. This charter service charges according to the information provided. If correct, please sign, date and return with itinerary and the required deposit. Deposit received \$ _____ balance due \$ 3400.00

CONTRACT TERMS AND CONDITIONS

TOTAL \$ 3400.00

RATES: (A \$100.00 clean up fee charge per coach)

The charge for your charter coach is based on the original information given. Fees are subject to change based on adjustments to submitted itinerary. Additional hours or additional miles not agreed upon at the time of booking can usually be accommodated by having the driver seek approval from management. The organization will be charged accordingly. Driver will adhere to instructions/itinerary provided. The on-board video equipment is provided at the discretion of AL'DRIA Charter Tours, Inc. and is not a mandatory on-board amenity item. It is, therefore, excluded from any 'satisfaction guarantee' in the event of unexpected equipment failure and/or tape/CD damage. The equipment is available for use at no charge; no rewinding or fast forwarding of tapes. The chartering organization must provide its own video tapes. **All fees (tolls, parking and entrance) will be charged to you. You are also responsible for driver(s) room and meals.**

DEPOSITS: (There will be a ten (10%) percent trip charge for any trips taken with an unpaid balance.) (Except for purchase order invoices).

A deposit and signed contract are due within **ten (10) days** after receiving this signed invoice/contract. Failure to receive the deposit and the contract may result in a cancellation of the charter service. The deposit is non-refundable. The remaining balance is due **seven (7) days** before departure. A deposit required to confirm; \$100.00 per coach for contracts up to \$999.00 and (15%) deposit for contract amounts \$1000.00 or more. Signed contracts are binding. If your group/organization secures a coach or coaches by signing this contract and paying the required deposit, you are liable for cancellation fees. For trips of any kind (including those secured with purchase orders) cancelled within 21 days or less of the departure date, full payment (price of the trip) is due. For trips cancelled 30 days or more before the departure date, the required deposit (whether prepaid or not) is due. Required methods of payment; cash, money order, certified checks, (no personal checks) and credit cards (visa / master card).

FEDERAL REGULATIONS: (These regulations will not be violated-safety is our main concern)

The Department of Transportation, Bureau of Motor Carrier Safety, has adopted certain regulations for the protection and safety of both the customer and the driver. **Drivers are limited to: (15) consecutive hours on duty in any one day, of this (15) hours, a maximum of (10) hours may be actual driving hours.** Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum of **eight (8) hours off duty** before resuming service or to begin a period of extended driving. Trips requiring an extra driver are an additional \$100.00 per day.

DISCLAIMER:

AL'DRIA Tours, Inc. **(Reserves the right to add a fuel surcharge as dictated by increase fuel cost.)** It is understood and agreed that the service detailed in this contract is subject to tariff regulations and is contingent upon the carrier's ability to furnish the equipment and perform the service. This company reserves the right to lease from other companies in order to fulfill this contract. If a mechanical failure should occur or other emergencies preventing operation, AL'DRIA Tours, Inc. is to be given reasonable time for repairs and/or be permitted to procure another coach. Limit of liability for misconduct or other unexpected happenings cannot exceed the total charter cost. AL'DRIA Tours, Inc. assumes no responsibility for lost or damaged belongings and delays in arrivals or departures which may occur due to inclement weather. Baggage and all other property will be handled by the passengers. Only the amount that can be conveniently carried may be placed in the overhead storage areas inside motor coach. Do not leave items on the coach. No animals permitted on coaches, except guide dogs.

MOTORCOACH RULES: (Smoking, Drugs and Alcohol are prohibited)

The individual signing the contract represents that he/she is a representative of the Organization and he/she will be liable for the performance of this contract and that AL'DRIA Tours, Inc. may, at its option, also hold said Organization liable for breach thereof. In the event of a dispute, the prevailing party shall be awarded reasonable attorney's fees and costs. Venue shall be in Leon County, Florida. The Organization takes full responsibility for any damage to the interior of the coach (seats, windows, arm rest, shades, etc.) and excessive litter. Organization will be charged for any damages. **NO EATING PERMITTED ON COACHES: (ATTACHED RULES APPLY)**

ACCEPTED BY: _____ AGREED BY: Alphonso Daines
(I, the undersigned, do hereby agree to all policies outlined above.)

THANK YOU FOR YOUR BUSINESS!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/31/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RRL Insurance Agency 4450 W. Eau Gallie Blvd., Suite 115 Melbourne FL 32934	CONTACT NAME: Susan Weaver PHONE (A/C, No, Ext): 800-333-7754 E-MAIL: ADDRESS:sweaver@rrl-ins.com FAX (A/C, No): 321-757-6182														
INSURED Al'dria Charter Tours, Inc. 6315 Blountstown Hwy. Suite E Tallahassee FL 32304	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: National Interstate Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: National Interstate Ins. Co.		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: National Interstate Ins. Co.															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER: 998680320** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y		GLS013652005	8/26/2014	8/26/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		CAS013652005	8/26/2014	8/26/2015	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is named as an additional insured pursuant to the terms and conditions of the policies referenced above.
 NOTE: Worker's Compensation Coverage-Florida Law does not require if insured has less than 4 employees

CERTIFICATE HOLDER Gadsden County School Board 35 Martin Luther King Blv. Quincy FL 32352	CANCELLATION 30 Days SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

520 16th Street North
 Birmingham, AL 35203
 Website www.bcri.org
 Group Tour Coordinator (205) 328-9696 x 204

West Gadsden High School
 Quincy, FL 32351

CONFIRMATION/INVOICE

Reservation #: 10105247

Date updated: 03/23/2015

Contact: Erica Lightfoot
 850-442-9500 ext 2320
lightfoote@gcpsmail.com

Permanent Galleries Tour

Date	Start Time	End Time
4/30/2015	3:00PM	4:30PM

Admission Fees	Quantity	Price	Discounts	Total
Group Tours - Youth (4-12 grade)	40	\$3.00	\$0.00	\$120.00
Group Tours - Adult (18-64)	5	\$12.00	\$15.00	\$45.00

TOTAL VISITORS: 45

Additional Fees	Price
------------------------	--------------

ORDER TOTAL: \$165.00

Payment is due at time of tour. Thank you.

Please update your admission fee types, quantities, and discounts at least 1 week before your tour by emailing groupstours@gmail.com. Check in your group at the Ticket Booth with this confirmation and final numbers.

NOTE: No backpacks or photography allowed in building.

Visit our Website (www.bcri.org) or refer to our Tour Guide provided with this confirmation for directions, parking, methods of payment, and more information on our tours, the Civil Rights District and Birmingham.

Admission Fees	
Adults (18-64)	\$12
Senior Adults (65+)	\$5
College Students with college ID	\$6
Youth (grades 4-12)	\$3
Children (grade 3 and younger)	free

Discounts	
AAA with valid AAA card	\$3 off each Adult (18-64)
>= 25 adults (18-64)	\$3 off each Adult (18-64)
Youth living inside Jefferson Co	free of charge (all year)
Ask about Membership, Military (Blue Star), and Smithsonian discounts. Only 1 discount will be applied to each adult.	

School Group Adult Discounts - only for K-12 schools during the school year.		
(Chaperones include teachers.)	Schools inside Jefferson Co, AL Discount	Schools outside Jefferson Co, AL Discount
Required Chaperones based on grades K-3, 1 chaperone per 6 children 4-12, 1 chaperone per 8 children	\$12 off, free admission	\$3 off, \$9 admission
Additional Chaperones (over required number)	\$3 off, \$9 admission	no discount



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11b

Date of School Board Meeting: April 28, 2015

TITLE OF AGENDA ITEM: School Field Trip Requests (Out-of-State) – Havana Elementary

DIVISION: Pre-K – 12 Education

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Havana Elementary School is requesting approval for three out-of-state field trips to Wild Adventures in Valdosta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith

POSITION: Deputy Superintendent

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FIELD TRIP REQUEST

SCHOOL: Havana Elementary School	CONTACT FOR FIELD TRIP: Havana Elem. 662-6270
--	---

DATE OF TRIP: Thur. May 14, 2015	WHO IS ATTENDING: (grade/organization) Kindergarten
--	---

LOCATION: Wild Adventures	TRAVELING BY: School bus <input type="checkbox"/> Charter bus <input type="checkbox"/>
-------------------------------------	--

PURPOSE: We will learn about domestic animals, and their basic needs.

SCHOOL BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Complete final itinerary 	CHARTER BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Copy of charter bus contract with signatures 5. Proof of Insurance showing either district or school as insured
---	---

Shawntara Johnson
Signature of Person Requesting Trip

[Signature]
Approval of Principal (signature required)

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<u>[Signature]</u> Sylvia R. Jackson, Ed.D. Director of K-12 Education	Date <u>4/10/15</u>

This request can be either faxed (627-2760) or sent via interoffice mail, but only send one time.

The Kindergarten Field Trip Attendance

The kindergarten class of Havana Elementary School will be going on a field trip. The field trip is on Thursday, May 14, 2015. There is a total of 82 students and 23 chaperones.

Ms. Allen

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Ms. Knight

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35. Jo Robe Dickey

Ms. Nia

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Ms. Brown

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Ms. Johnson

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- 76.
- 77.
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- 79.
- 80.
- 81.
- 82.

Chaperones

1. Ms. S. Knight
2. Ms. T. Nia
3. Ms. M. Allen
4. Mrs. S. Johnson
5. Ms. Brown
6. Ms. Williams
7. Ms. Clark
8. Ms. Jenkins
9. Ms. Jones
10. Ms. Davis
11. Brittney Hall- Ms. S. Knight
12. Demordrick Dupont- Ms. S. Knight
13. Sanderia Cotton - Ms. S. Knight
14. Arissa Copeland- Ms. S. Knight
15. Rickesh Jenkins- Ms. Nia
16. Juandalynn Pittman- Ms. Nia
17. Laquita Jones- Ms. M. Allen
18. Vernisia Warren- Ms. M. Allen
19. Shalonda Sanders- Ms. M. Allen
20. Shaquana Swinton- Ms. M. Allen
21. Johnny Dixon- Mrs. S. Johnson
22. Tammy Moore- Mrs. S. Johnson
23. Tameka Glenn- Mrs. S. Johnson

SC.K.L.14.3

Observe plants and animals, describe how they are alike and how they are different in the way they look and in the things they do.

Subject Area: Science

Grade: K

Body of Knowledge: Life Science

Big Idea: Organization and Development of Living Organisms

A. All plants and animals, including humans, are alike in some ways and different in others.

B. All plants and animals, including humans, have internal parts and external structures that function to keep them alive and help them grow and reproduce.

C. Humans can better understand the natural world through careful observation.

Content Complexity Rating: Level 2: Basic Application of Skills & Concepts

Remarks/Examples

Introduce comparing and contrasting plants and animals by observable physical characteristics and behaviors. Provide students with opportunities to make observations in classrooms and schoolyard environments.

PAUL TOURS AND CHARTERS

402 Gaither Drive ♦ Tallahassee, Florida 32305
PHONE: (850) 575-1245 ♦ FAX: (850) 575-9314
E-MAIL: lancepaul3@gmail.com
WEBSITE: www.paulstours.com

BUS CHARTER AGREEMENT

This vehicle use agreement is between Paul Tours and Charters and

1. Group Name: Havana Elem. School Date: 3-9-2015
2. Address: Highway 27
City: Havana State: FL Zip: _____
3. Group Contact Person: _____ Phone: 662-2670
E-mail: _____

This trip shall include the following itinerary:

4. Departure: Havana, FL Destination: Waldosta, Ga.
5. Departure Address: Havana Elem. School
6. Destination Address: Wild Adventure Park
7. Departure Date: May 14, 2015 Load Time: 8 AM Departure Time: _____
8. Return Date: May 14, 2015 Load Time: 5 PM Departure Time: _____
9. Number of Passengers: 112 Number of Buses: 24
10. Drive Time Hours: 1hr 30 mins Round Trip Mileage: 180
11. TV/DVD: Yes () No ()

Trip cost includes the following:

12. *Trip Cost: \$ 1,750⁰⁰ Deposit: \$ NA Due by: May 11, 2015
13. Meal Eaten on Bus: Yes () No ()
14. Damage/Cleanup Deposit: \$ NA

*If a cheaper estimate is given at another bus/charter service, Paul Tours and Charters will match the competitor's price.

- A. The carrier shall provide transportation in a safe manner with a qualified driver. The carrier is not responsible for problems arising from traffic delays, weather, unpredictable mechanical occurrences or acts of God. The carrier reserves the right to substitute comparable equipment when necessary.
- B. Group/Company using buses agree to return vehicle in the condition received.
- C. Group/Company further agrees to pay for all damages to the coach caused by charter client members.
- D. Group/Company agrees to comply with all local, state, and federal laws, including but not limited to alcohol consumption and smoking.
- E. Group/Company will pay driver's room, bus-parking fees, and applicable tolls during trip.

PAUL TOURS AND CHARTERS

402 Gaither Drive ♦ Tallahassee, Florida 32305

PHONE: (850) 575-1245 ♦ FAX: (850) 575-9314

E-MAIL: lancepaul3@gmail.com

WEBSITE: www.paulstours.com

- F. Carrier PTC/Paul Tours is not responsible for lost, stolen, or damaged personal property.
- G. Carrier driver will follow approved itinerary with this agreement. Additional miles/hours will be charged accordingly to charter party at a rate of \$ N/A per mile or \$ N/A per hour.
- H. Payment in full is due 14 days prior to departure. Charter is subject to cancellation if payment is not received by the due date.
- I. Charter cancelled 14 days prior to departure will be assessed a fee of \$ N/A per coach.
- J. Charter cancelled in less than 14 days prior to departure will be assessed a fee of \$ N/A per coach.
- K. On site cancellation will be charged full cost of the charter.
- L. All buses will be inspected after trip by a chaperone for all trash, gum, candy wrappers, wasted food, etc., and will be disposed in trash bags by group members before leaving.

Methods of Payment:



_____ Check (Certified Only)
School check - OK

_____ Purchase Order # _____

_____ Cash \$ _____

_____ Credit Card

() Visa () Mastercard () Discover

Card Number: _____

Expiration Date: _____

Lance Paul 3/9/2015

Paul Tours Signature/Date

Client Signature/Date

*Havana Eleme
May 14 2015
Valdosta 8AM*



CERTIFICATE OF LIABILITY INSURANCE

PAULS-0 OP ID: GJ

DATE (MM/DD/YYYY)
03/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Ins. Brkrs 425 West Broadway, Suite 400 Glendale, CA 91204	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: New York Marine & Gen Ins Co. 16608 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Paul's Tours & Charters, Inc 402 Gaither Dr Tallahassee, FL 32305-6822	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC			GL201400002060	12/20/2014	12/20/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			AU201400003692	12/20/2014	12/20/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 The certificate holder is added as additional insured but only to the extent that the certificate holder is liable for the conduct of the named insured.

CERTIFICATE HOLDER HAVAN01 Havana Elementary School 705 US Hwy 27S Havana, FL 32333	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FIELD TRIP REQUEST

SCHOOL: Havana Elementary School	CONTACT FOR FIELD TRIP: Byron Thomas
--	--

DATE OF TRIP: May 14 th	WHO IS ATTENDING: (grade/organization) HES First Grade
--	--

LOCATION: Wild Adventures	TRAVELING BY: School bus _____ Charter bus <input checked="" type="checkbox"/>
-------------------------------------	--

PURPOSE: End of year science trip / Education

SCHOOL BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Complete final itinerary 	CHARTER BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Copy of charter bus contract with signatures 5. Proof of Insurance showing either district or school as insured
---	---

Byron J. Thomas
Signature of Person Requesting Trip

[Signature]
Approval of Principal (signature required)

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<u>[Signature]</u> Sylvia R. Jackson, Ed.D. Director of K-12 Education	Date <u>4/10/15</u>

This request can be either faxed (627-2760) or sent via interoffice mail, but only send one time.

Wild Adventures

First Grade

Mrs. Austin

Thursday May 14th, 2015

Money due by Friday April 10th, 2015

Permission Form Completed	Student	\$30	Parent/Chaperone	Volunteer Form Completed	\$55
			Chianta Harrison (mother)		
			Samantha Taylor (mother)		
#of Students	20		# of Parents		
TOTAL			TOTAL		
GRAND TOTAL					

Wild Adventures

First Grade

Mrs. Walker/Rivera

Thursday May 14th, 2015

Money due by Friday April 10th, 2015

Permission Form Completed	Student	\$30	Parent/Chaperone	Volunteer Form Completed	\$55
#of Students	19	#of Parents			
TOTAL			TOTAL		
GRAND TOTAL					

Wild Adventures

First Grade

Mrs. Mickens

Thursday May 14th, 2015

Money due by Friday April 10th, 2015

Permission Form Completed	Student	\$30	Parent/Chaperone	Volunteer Form Completed	\$55
#of Students		20	#of Parents		
TOTAL			TOTAL		
GRAND TOTAL					

Wild Adventures

First Grade

Mr. Thomas

Thursday May 14th, 2015

Money due by Friday April 10th, 2015

Permission Form Completed	Student	\$30	Parent/Chaperone	Volunteer Form Completed	\$55
			Berry, Chasity (Mother)		
			Jenkins, Sandra (Mother)		
			RaTosha Ward (Mother)		
# of Students	20	#of Parents			
TOTAL			TOTAL		
GRAND TOTAL					

SC.1.L.16.1

Make observations that plants and animals closely resemble their parents, but variations exist among individuals within a population.

Subject Area: Science

Grade: 1

Body of Knowledge: Life Science

Big Idea: Heredity and Reproduction

A. Offspring of plants and animals are similar to, but not exactly like, their parents or each other.

B. Life cycles vary among organisms, but reproduction is a major stage in the life cycle of all organisms.

SC.1.L.17.1

Through observation, recognize that all plants and animals, including humans, need the basic necessities of air, water, food, and space.

Subject Area: Science

Grade: 1

Body of Knowledge: Life Science

Big Idea: Interdependence

A. Plants and animals, including humans, interact with and depend upon each other and their environment to satisfy their basic needs.

B. Both human activities and natural events can have major impacts on the environment.

C. Energy flows from the sun through producers to consumers.

Content Complexity Rating: Level 1: Recall

SC.2.L.16.1

Observe and describe major stages in the life cycles of plants and animals, including beans and butterflies.

Subject Area: Science

Grade: 2

Body of Knowledge: Life Science

Big Idea: Heredity and Reproduction

A. Offspring of plants and animals are similar to, but not exactly like, their parents or each other.

B. Life cycles vary among organisms, but reproduction is a major stage in the life cycle of all organisms.

Content Complexity Rating: Level 2: Basic Application of Skills & Concepts -

Status: State Board Approved

PAUL TOURS AND CHARTERS

402 Gaither Drive ♦ Tallahassee, Florida 32305
PHONE: (850) 575-1245 ♦ FAX: (850) 575-9314
E-MAIL: lancepaul3@gmail.com
WEBSITE: www.paulstours.com

BUS CHARTER AGREEMENT

This vehicle use agreement is between Paul Tours and Charters and

1. Group Name: Havana Elem. School Date: 3-9-2015
2. Address: Highway 27
City: Havana State: FL Zip: _____
3. Group Contact Person: _____ Phone: 662-2670
E-mail: _____

This trip shall include the following itinerary:

4. Departure: Havana, FL Destination: Waldosta, Ga.
5. Departure Address: Havana Elem. School
6. Destination Address: Wild Adventure Park
7. Departure Date: May 14, 2015 Load Time: 8 AM Departure Time: _____
8. Return Date: May 14, 2015 Load Time: 6 PM Departure Time: _____
9. Number of Passengers: 112 Number of Buses: 24
10. Drive Time Hours: 1 hr 30 mins Round Trip Mileage: 180
11. TV/DVD: Yes () No ()

Trip cost includes the following:

12. *Trip Cost: \$ 1,750⁰⁰ Deposit: \$ NA Due by: May 11, 2015
13. Meal Eaten on Bus: Yes () No ()
14. Damage/Cleanup Deposit: \$ NA

*If a cheaper estimate is given at another bus/charter service, Paul Tours and Charters will match the competitor's price.

- A. The carrier shall provide transportation in a safe manner with a qualified driver. The carrier is not responsible for problems arising from traffic delays, weather, unpredictable mechanical occurrences or acts of God. The carrier reserves the right to substitute comparable equipment when necessary.
- B. Group/Company using buses agree to return vehicle in the condition received.
- C. Group/Company further agrees to pay for all damages to the coach caused by charter client members.
- D. Group/Company agrees to comply with all local, state, and federal laws, including but not limited to alcohol consumption and smoking.
- E. Group/Company will pay driver's room, bus-parking fees, and applicable tolls during trip.

PAUL TOURS AND CHARTERS

402 Gaither Drive ♦ Tallahassee, Florida 32305
PHONE: (850) 575-1245 ♦ FAX: (850) 575-9314
E-MAIL: lancepaul3@gmail.com
WEBSITE: www.paulstours.com

- F. Carrier PTC/Paul Tours is not responsible for lost, stolen, or damaged personal property.
- G. Carrier driver will follow approved itinerary with this agreement. Additional miles/hours will be charged accordingly to charter party at a rate of \$ N/A per mile or \$ N/A per hour.
- H. Payment in full is due 14 days prior to departure. Charter is subject to cancellation if payment is not received by the due date.
- I. Charter cancelled 14 days prior to departure will be assessed a fee of \$ N/A per coach.
- J. Charter cancelled in less than 14 days prior to departure will be assessed a fee of \$ N/A per coach.
- K. On site cancellation will be charged full cost of the charter.
- L. All buses will be inspected after trip by a chaperone for all trash, gum, candy wrappers, wasted food, etc., and will be disposed in trash bags by group members before leaving.

Methods of Payment:



_____ Check (Certified Only)
School check - OK
_____ Purchase Order # _____

_____ Cash \$ _____

_____ Credit Card

() Visa () Mastercard () Discover

Card Number: _____

Expiration Date: _____

Lance Paul 3/9/2015

Paul Tours Signature/Date

Client Signature/Date

Havana Eleme
May 14 2015
Valdosta 8AM



CERTIFICATE OF LIABILITY INSURANCE

PAULS-0 OP ID: GJ

DATE (MM/DD/YYYY)
03/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Ins. Brkrs 425 West Broadway, Suite 400 Glendale, CA 91204	CONTACT NAME: PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURED Paul's Tours & Charters, Inc 402 Gaither Dr Tallahassee, FL 32305-6822	INSURER(S) AFFORDING COVERAGE	
	INSURER A : New York Marine & Gen Ins Co.	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	

NAIC #
16608

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="checked" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="checked" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			GL201400002060	12/20/2014	12/20/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="checked" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			AU201400003692	12/20/2014	12/20/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder is added as additional insured but only to the extent that the certificate holder is liable for the conduct of the named insured.

CERTIFICATE HOLDER

HAVAN01

Havana Elementary School
705 US Hwy 27S
Havana, FL 32333

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FIELD TRIP REQUEST

SCHOOL: Havana Elementary School	CONTACT FOR FIELD TRIP: Ms. Belford
--	---

DATE OF TRIP: 05-14-15	WHO IS ATTENDING: (grade/organization) 3rd grade
----------------------------------	--

LOCATION: Wild Adventure	TRAVELING BY: School bus <input type="checkbox"/> Charter bus <input checked="" type="checkbox"/>
------------------------------------	---

PURPOSE: Classify animals into groups according to their physical characteristics and behaviors.

SCHOOL BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Complete final itinerary 	CHARTER BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Copy of charter bus contract with signatures 5. Proof of Insurance showing either district or school as insured
---	---

Ms. Belford
Signature of Person Requesting Trip

[Signature]
Approval of Principal (signature required)

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<u>[Signature]</u> Sylvia R. Jackson, Ed.D. Director of K-12 Education	Date <u>4/10/15</u>

This request can be either faxed (627-2760) or sent via interoffice mail, but only send one time.

Ms. Bryant's Tentative List

Name (LAST , FIRST)	ATTENDING(A) / NOT ATTENDING (NA)
	NA
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	A
	A
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	A

Chaperone's:

Indya Hunter : Ms. Ashley Hunter

Shi'Meceeeya Brown: Ms. Shawanna Chambers

T'Andra Walker : Ms. Chandra Walker



Velma Barkley <barkleyv@gcpsmail.com>

Fwd: Class List for Fieldtrip

1 message

Parrish Williams <williamsp@gcpsmail.com>

Mon, Mar 30, 2015 at 10:41 AM

To: Velma Barkley <barkleyv@gcpsmail.com>, Brittani Hannah <hannahb@gcpsmail.com>

----- Forwarded message -----

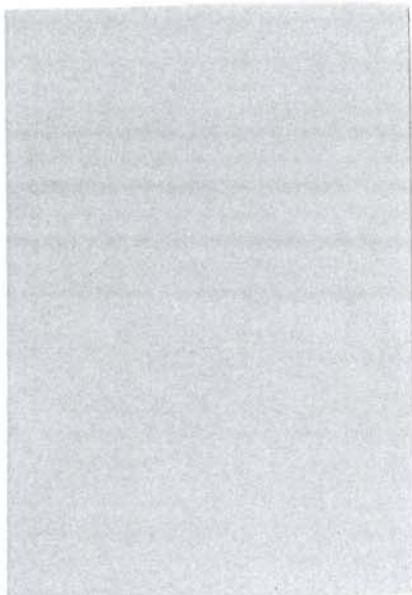
From: "Natarsha Richardson" <richardsonn@gcpsmail.com>

Date: Mar 30, 2015 10:03 AM

Subject: Class List for Fieldtrip

To: "Parish Williams" <williamsp@gcpsmail.com>

Cc:



Chaparones

Eria Caesar
Johnny Dixon Sr.

Natasha Richardson
Pre-K 3 Teacher
Havana Elementary School
850-662-2670 Ext. 4651



Velma Barkley <barkleyv@gcpsmail.com>

Fwd: updated field trip list

1 message

Parrish Williams <williamsp@gcpsmail.com>

Mon, Mar 30, 2015 at 10:41 AM

To: Velma Barkley <barkleyv@gcpsmail.com>, Brittani Hannah <hannahb@gcpsmail.com>

----- Forwarded message -----

From: "Cherkezia Ivery" <iveryc@gcpsmail.com>

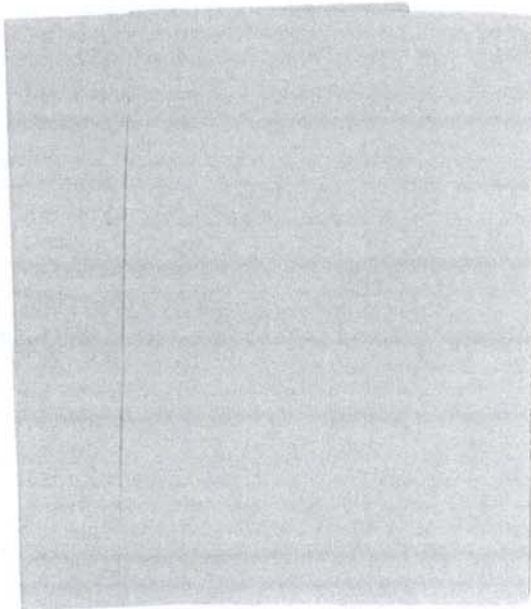
Date: Mar 30, 2015 9:54 AM

Subject: updated field trip list

To: "Parrish Williams" <williamsp@gcpsmail.com>

Cc:

Ms. Ivery's Class List





Velma Barkley <barkleyv@gcpsmail.com>

Fwd: fieldtrip

3 messages

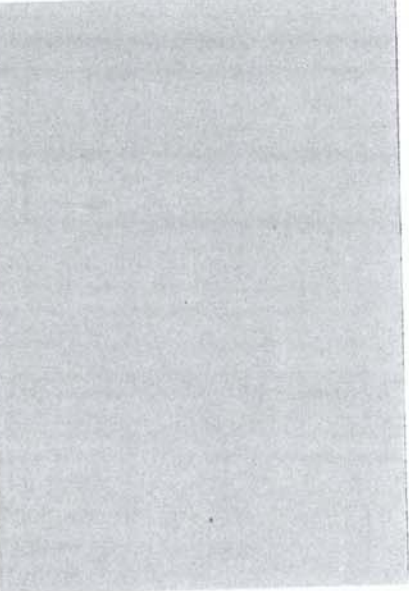
Parrish Williams <williamsp@gcpsmail.com> Mon, Mar 30, 2015 at 9:28 AM
To: Brittani Hannah <hannahb@gcpsmail.com>, Velma Barkley <barkleyv@gcpsmail.com>

----- Forwarded message -----

From: "Meisha Belford" <belfordm@gcpsmail.com>
Date: Mar 30, 2015 9:16 AM
Subject: fieldtrip
To: "Parish Williams" <williamsp@gcpsmail.com>
Cc: "Meisha Bedford" <belfordm@gcpsmail.com>

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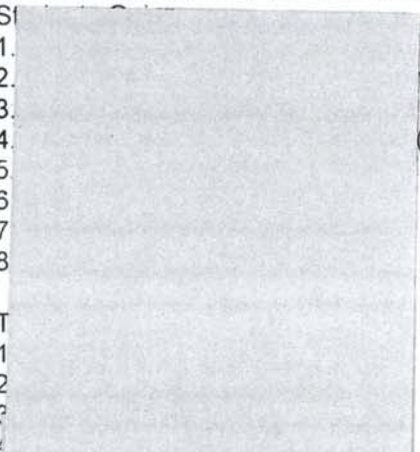
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Meisha Belford <belfordm@gcpsmail.com> Mon, Mar 30, 2015 at 9:51 AM
To: Parish Williams <williamsp@gcpsmail.com>
Cc: Velma Barkley <barkleyv@gcpsmail.com>

On 3/30/15, Meisha Belford <belfordm@gcpsmail.com> wrote:

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Parrish Williams <williamsp@gcpsmail.com>

Mon, Mar 30, 2015 at 10:42 AM

To: Velma Barkley <barkleyv@gcpsmail.com>, Brittani Hannah <hannahb@gcpsmail.com>

----- Forwarded message -----

From: "Meisha Belford" <belfordm@gcpsmail.com>

Date: Mar 30, 2015 9:52 AM

Subject: Re: fieldtrip

To: "Parish Williams" <williamsp@gcpsmail.com>

[Quoted text hidden]

SC.3.L.15.1

Classify animals into major groups (mammals, birds, reptiles, amphibians, fish, arthropods, vertebrates and invertebrates, those having live births and those which lay eggs) according to their physical characteristics and behaviors.

Subject Area: Science

Grade: 3

Body of Knowledge: Life Science

Big Idea: Diversity and Evolution of Living Organisms

A. Earth is home to a great diversity of living things, but changes in the environment can affect their survival.

B. Individuals of the same kind often differ in their characteristics and sometimes the differences give individuals an advantage in surviving and reproducing.

Content Complexity Rating: Level 2: Basic Application of Skills & Concepts

Status: State Board Approved

STANDARDS

SC.4.L.17.4

Recognize ways plants and animals, including humans, can impact the environment.

Subject Area: Science

Grade: 4

Body of Knowledge: Life Science

Big Idea: Interdependence

A. Plants and animals, including humans, interact with and depend upon each other and their environment to satisfy their basic needs.

B. Both human activities and natural events can have major impacts on the environment.

C. Energy flows from the sun through producers to consumers.

Content Complexity Rating: Level 3: Strategic Thinking & Complex Reasoning

Assessed: Yes

SC.5.L.17.1

Compare and contrast adaptations displayed by animals and plants that enable them to survive in different environments such as life cycles variations, animal behaviors and physical characteristics.

Subject Area: Science

Grade: 5

Body of Knowledge: Life Science

Big Idea: Interdependence

- A. Plants and animals, including humans, interact with and depend upon each other and their environment to satisfy their basic needs.
- B. Both human activities and natural events can have major impacts on the environment.
- C. Energy flows from the sun through producers to consumers.

Content Complexity Rating: Level 2: Basic Application of Skills & Concepts

Assessed: Yes

Remarks/Examples

Annually assessed on Grade 5 Science FCAT 2.0. Also assesses SC.3.L.17.1, SC.4.L.16.2, SC.4.L.16.3, SC.4.L.17.1, SC.4.L.17.4, and SC.5.L.15.1.

Animals Around Us

Teacher's Guide

Grade Level: K-2

Curriculum Focus: Language Arts

Lesson Duration: 1 class period

Program Description

Animals are all around us. Explore different habitats and learn about some of the animals that call these unique places home.

Discussion Questions

- What is a habitat?
 - What are some animals that live in a forest?
 - Describe a desert.
 - What do animals need to live?
-

Lesson Plan

Student Objectives

- Students will learn and understand the term “habitat.”
- Students will discover that forests, deserts, wetlands, and grasslands are unique and separate habitats.
- Students will identify animals that live in four different environments.

Materials

- *Animals Around Us* video
- Crayons
- White construction paper, 1 sheet per student
- Magazines, nature calendars and other print resources with photographs of desert, forest, wetlands, and prairie environments

Procedures

1. Talk about different natural environments with the class. What is a forest? What does it look like? How is a forest different from a desert? Explain the term “habitat” and talk about the many

- kinds of animals that live in different habitats. Use *Animals Around Us* and print resources to illustrate the unique features and animals of the forest, desert, grasslands, and wetlands.
2. Continue discussing forests, wetlands, deserts, and grasslands until students demonstrate a clear understanding of the basic characteristics of these environments and can identify some animals that live in each habitat. Once students have a solid understanding, tell them to draw a picture of the one they would most likely to visit. Talk about the kinds of things you would expect to see in each picture, such as the animals and plants that live and grow there. Check for comprehension by asking questions like these: Should a drawing of the desert have a lot of trees? What kinds of animals might you draw if you were making a picture of a wetlands habitat?
 3. Allow students time to work on their drawings. Write the words “forest,” “desert,” “wetlands,” and “grasslands” on the board so students can write the word for their chosen habitat in a visible spot on their drawings.
 4. Once the drawings are complete, ask students to share them with the rest of the class. Which habitat did most of the students want to visit? Ask them to explain why. What kinds of plants and animals appear in the different drawings?
 5. At the close of the lesson, take the students outside to observe animals that live in your school environment. What do they see? How would they describe the habitat these animals live in?
 6. Finally, display the habitat drawings in the classroom so students have a visual reminder of the unique features of the forest, desert, wetlands, and grasslands.

Assessment

Use the following three-point rubric to evaluate students' work during this lesson.

- **3 points:** Students were highly engaged in class discussions; were able to demonstrate a clear understanding of the term “habitat” and give correct examples of different habitats; and drew colorful, unique pictures that clearly identified a desert, forest, wetland, or grassland habitat.
- **2 points:** Students participated in class discussions; were able to demonstrate a basic understanding of the term “habitat” and give mostly correct examples of different habitats; and drew pictures that somewhat identified a desert, forest, wetland, or grassland habitat.
- **1 point:** Students participated minimally in class discussions; were unable to demonstrate a basic understanding of the term “habitat” and could not give examples of different habitats; and drew incomplete pictures that did not clearly identify a desert, forest, wetland, or grassland habitat.

Vocabulary

desert

Definition: A dry, often sandy region that has little rainfall, extreme temperatures, and sparse vegetation

Context: Because the desert gets so little rainfall, very few plants can grow there.

forest

Definition: A dense growth of trees, plants, and underbrush covering a large area

Context: A forest, also called woodland, is a habitat with lots of trees.

grasslands

Definition: Land where mainly grass or grasslike vegetation grows, such as a prairie or a meadow

Context: Some of the biggest animals living in the grasslands are grazers, or grass eaters, such as bison.

habitat

Definition: The type of environment in which an organism or group normally lives or occurs

Context: Every habitat provides animal species with food, water, shelter, and space to move around.

wetland

Definition: An area of land where water covers the soil or is present either at or near the surface of the soil year-round or for varying periods of time during the year, including during the growing season

Context: A wetland is any place where the soil stays moist and wet, such as a bog, swamp, or marsh.

Academic Standards

National Academy of Sciences

The National Academy of Sciences provides guidelines for teaching science in grades K–12 to promote scientific literacy. To view the standards, visit this Web site:

<http://books.nap.edu/html/nses/html/overview.html#content>.

This lesson plan addresses the following science standards:

- Life Science: Organisms and environments

Mid-continent Research for Education and Learning (McREL)

McREL's Content Knowledge: A Compendium of Standards and Benchmarks for K-12 Education addresses 14 content areas. To view the standards and benchmarks, visit

<http://www.mcrel.org/compendium/browse.asp>

This lesson plan addresses the following national standards:

- Language Arts—Reading: Uses the general skills and strategies of the reading process: Understands that print conveys meaning (i.e., knows that printed letters and words represent spoken language); and

- Language Arts—Viewing: Uses viewing skills and strategies to understand and interpret visual media: Understands the main idea or message in visual media (e.g., pictures, cartoons, weather reports on television, newspaper photographs, visual narratives)
 - Geography—Physical Systems: Understands the characteristics of ecosystems on Earth's surface
 - Science—Life Science: Understands relationships among organisms and their physical environment
-

Support Materials

Develop custom worksheets, educational puzzles, online quizzes, and more with the free teaching tools offered on the [DiscoverySchool.com](http://school.discovery.com) Web site. Create and print support materials, or save them to a Custom Classroom account for future use. To learn more, visit

- <http://school.discovery.com/teachingtools/teachingtools.html>
-

WILD ADVENTURES THEME PARK

Lorikeet Landing

There are many birds to discover in Lorikeet Landing. Can you find some of them?



Black Cap Lorikeets



Budgie



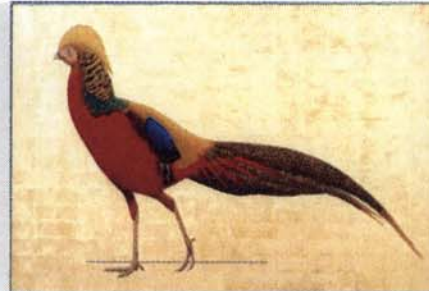
Red Billed Hornbill



Rainbow Lorikeet



Goldies Lorikeet



Golden Pheasant



Red Crested Turaco

Fun Facts:

- Budgies are originally from Australia and are popular pets.
- The character Zazu, in the movie The Lion King, is a red-billed hornbill.
- Golden pheasants colors can fade if they are exposed to sun for long amounts of time. The forests they live in protect their vibrant colors.
- The Red Crested Turaco's call sound somewhat like a monkey.
- The Rainbow Lorikeet is a true parrot and primarily likes to eat seeds.
- Lory or lorikeet? The difference between the two is approximately the same as the difference between a parrot and a parakeet. Lory generally refers to a bird with a short tail, while lorikeets have a long tail. The words are synonymous.

What other birds and fun facts did you discover?



Litter and You

Litter is the careless discard of refuse; it is misplaced, abandoned, or discarded waste.

What you throw out today can still be found on this earth for thousands of years to come.

- Glass bottles can take 1 million years to decompose.
- A plastic foam cup takes more than 500 years.
- Aluminum cans decompose in 200 – 500 years.
- Plastic bags: 10 – 20 years
- Cigarette butts: 1 – 5 years
- A piece of paper: 2-4 weeks
- Rubber boot sole: 50-80 years
- Nylon fabric: 30-40 years
- Plastic 6-pack cover: 450 years

In just four days in April 2001, the Georgia Department of Transportation collected over 79,000 bags of trash. The weight of the trash equals the weight of 12 average elephants and stacks as high as five Mount Everests.

Georgia residents use about 6.3 pounds of garbage a day.

There are 11 Litter Control Laws in Georgia. If you are found guilty of littering you can face fines up to \$1000 and can be ordered to pick up the litter in your community for community service.

In the fiscal year of 2003, the GDOT estimated the cost of litter to be 17 million dollars.

Trash from cars includes cigarette butts, fast food paper products, and beverage cans.

As the traffic in Georgia increases, so does the cost to keep our roadsides clean. The DOT estimates that an increase of 20% each year is the rising cost of litter in our state.

The Georgia DOT is responsible for maintaining 18,000 center lane miles in state routes and 5,000 shoulder miles of interstate roadsides. If every person does their part in litter control, the state could save nearly \$3 million annually just in Atlanta alone.

During the Great American Clean-Up crew dedicated 60,000 hours of picking up to 107,631 bags of litter statewide, at a cost of \$900,000 for a one week period of time in April 2003.

What about You?

There are many ways for that one person can help keep Georgia beautiful.
What can you do?

- **Take an active role in your community**
 - Volunteer to pick up trash
 - Find ways to recycle materials, rather than throwing them away
 - Newspapers, ink cartridges, plastic, cell phones
 - Inform others about their role in controlling litter
 - Don't throw litter from your car

- **Take an active role at your school**
 - Pick up litter from around the school
 - Recycle computer paper, soda cans, and plastic bottles
 - Tell other students about the importance of waste

- **Take an active role at your house**
 - Separate trash from recyclable materials
 - Purchase recycled products
 - Place trash in waste receptacles
 - Get your family involved

- Education and an active role in your community are the most important tools to help keep Georgia beautiful. Be a part of a winning team and do your part!

To Learn More about Litter

To become an active participant in the fight against litter, education is the key. Take time to explore the resources listed and find a role that interests you to keep Georgia beautiful.

Litter. It Costs You!

<http://www.litteritcostsyou.org>

Georgia Department of Transportation

<http://www.dot.state.ga.us>

Keep Georgia Beautiful

<http://www.keepgeorgiabeautiful.org>

Keep America Beautiful

<http://www.kab.org>

US Environmental Protection Agency

<http://www.epa.gov>

ACTIVITIES

ACTIVITY 1: GEORGIA FACTS

Keeping Georgia clean is a statewide effort by all Georgia citizens. How much do you know about the beautiful state of Georgia?

WORD BANK

Jimmy Carter	Atlanta	\$14 million	6.3 pounds
Brown thrasher	live oak	59,441 sq miles	January 2, 1788

1. Each resident in the state of Georgia approximately disposes of _____ of trash each day.
2. _____, the 39th president of the United States was born in Plains, Georgia on October 1, 1924. He is a spokesman for the organization Habitat for Humanity. He hosts a Habitat for Humanity International Day one week a year, which has built more than 200,000 homes worldwide.
3. The _____ is the state bird and the mascot for Litter. It Costs You campaign.
4. It costs an estimated _____ a year to keep Georgia litter free.
5. On _____, the state of Georgia became the 4th state to become part of the United States.
6. _____ is the capital of Georgia.
7. There are _____ of beautiful land in the state of Georgia.

ACTIVITY 2: WILD ABOUT RECYCLING

Recycling can be found throughout Wild Adventures. At Wild Adventures, our team members are busy reusing materials to make our park beautiful and the experience enjoyable for all guests. The animal stage is made from reused warehouse pallets and crates. The wood is taken apart and used to create the beautiful background of the animal stage. In the Alapaha Trail, you can see many examples of recycling. The lemurs frolic in an enclosed area filled with climbing rocks, vines, and waterfalls. The climbing rocks were made of recycled tires. The education stations are framed with wood from crates in the warehouse. The water in the waterfalls are cycled from the ponds and used in a continuous loop for the cascading falls that many guests love to admire. Our team members work hard to make the park beautiful and to find creative ways of using materials that other people would disregard and throw away.

Circle the correct answer.

1. What do the team members use to create the animal habitats?
SHOES TIRES PLASTIC NEWSPAPER
2. What materials are used to create the background to the animal stage?
CRATES TIRES PALLETS TARPS
3. What are the different elements that Wild Adventures reuses?
SHOES TIRES NEWSPAPER CRATES HUSKS
4. What material is used in a continuous loop?
FEED LEAVES WATER GRASS TIRES

ACTIVITY 3: HOW IT ALL STACKS UP

Answer each math word problem. Include the plan you use to find your answer.

1. If there are 18,000 people in the park one summer day and half of those people drop one cup and one napkin each on the ground, how many pieces of trash will be on the ground? _____
2. Straws and lids are not offered in the park because they could potentially hurt the animals, if swallowed. If a group of 100 students are visiting the park and 25% of them have lids and 10% have straws, how many students would potentially be endangering the animals? _____
3. Wild Adventures team members make sure the park is beautiful for the guests to enjoy. If 18 team members collect 9 pieces of trash each, how much trash will the team members collect? _____
4. If the one contains 1,000 gallons of water and the heat of the sun absorbs 20% of the water, how many gallons of water will remain to be used again? _____

ACTIVITY 4: LITTER LOTTERY

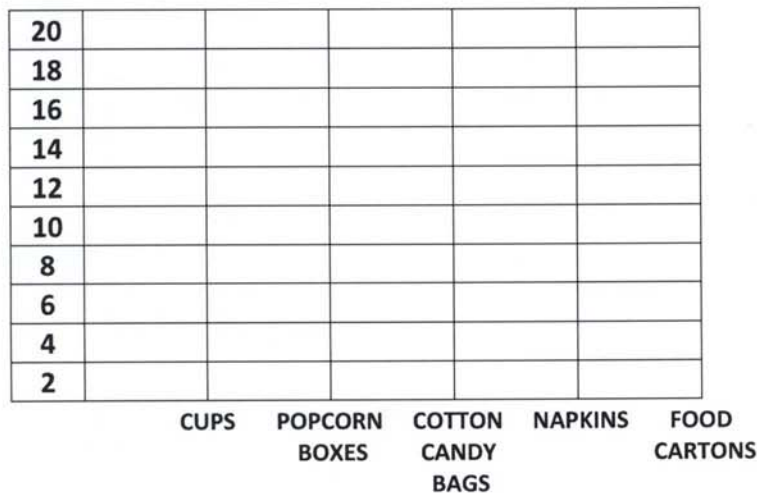
Many items can be found in the trash containers throughout the park. Create a table chart using tally marks and a bar graph to show the various items found.

CUPS- 16 POPCORN BOXES- 9 COTTON CANDY BAGS- 5
 NAPKINS- 11 FOOD CARTONS- 13

Table Chart:

ITEM	AMOUNT
CUPS	
POPCORN BOXES	
COTTON CANDY BAGS	
NAPKINS	
FOOD CARTONS	

Bar Graph:





Wild Adventures Petting Zoo

Our popular petting zoo allows you to get up close and personal. There are many different animals in the petting zoo throughout the year such as goats, sheep, chickens and rabbits.

Fill in the blanks:

Kitten	Milk	Hair	Wool
Eggs	Ears	Cheese	Grass

Goats

The African Pygmy Goat can produce over half a gallon of _____ a day. The milk is higher in fat and protein content than cow's milk and is known for making good butter, _____, and soaps. They are a smaller breed of goat.

Sheep

Hair sheep are not a cross between sheep and goats. They have the same number of chromosomes as wooled sheep. The primary difference between hair sheep and wooled sheep is the ratio of hair to wool fibers. All sheep have both types of fibers. Hair sheep have more _____ fibers and wool sheep have more _____ fibers. Woolled sheep need sheared. Hair sheep do not.

Chickens

There are 30 known types of chickens and hundreds of chicken breeds in existence. The physical traits used to distinguish chicken breeds are size, plumage color, comb type, skin color, number of toes, amount of feathering, earlobe color, egg color, and place of origin. They are also roughly divided by primary use, whether for _____, meat, or ornamental purposes, and with some considered to be dual-purpose.

Rabbits

There are many species of rabbit. The male is called a buck and the female is a doe; a young rabbit is a _____ or kit. Half the world's population is in North America. They have long _____ for better hearing and very strong back legs to protect themselves. Rabbits are herbivores, which means they eat by grazing on _____ and leafy weeds.



TIGERS OF INDIA

There is so much to learn and many interesting facts about our tigers. The following worksheet is an interactive lesson. As you watch the show, listen carefully for the answers to the following questions. If you don't hear the answer during the show, be sure to ask the animal handlers right after the show is finished!

1. How many color patterns can a Bengal tiger have? Can you name them?
2. What is the average weight for each the female and male Bengal tiger?
3. Do tigers 'purr' like a housecat?
4. In which type of environment does a Bengal tiger live?
5. What is the Bengal tiger's primary hunting technique?
6. Humans are classified as 'omnivores.' How is a tiger classified?
7. Aside from the fur patterns, can you name a major difference between tigers and lions?
8. How long do Bengal tigers typically live? In captivity? In the wild?
9. The Bengal tiger is listed as 'endangered.' What does that mean?
10. What is the estimated number of Bengal tigers left in the wild?
11. What are the main reasons that tigers are disappearing?
12. What effect would the extinction of the tiger have on its environment?
13. After seeing the tigers in person, what most surprised you about them?
14. Of all the tigers you met today, which one was your favorite? Why?



VALDOSTA, GA

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Tigers of India



Saturday March 14, 2015 - Saturday October 31, 2015

Wild Adventures maintains its animal tradition by offering the breathtaking animal performances of Tigers of India. Be amazed as man and tiger share the same habitat. This award-winning show highlights the agility of these awe-inspiring big cats, considered the largest in the animal kingdom.

LOCATION: TIGERS OF INDIA THEATER

DURATION: 25 MINUTES

SHOW DATES & TIMES:

- Every operating day except Wednesday: 1:00 PM | 3:00 PM
- Saturday: 1:00 PM | 3:00 PM | 5:00 PM

*Show Schedules are subject to change without notice.

Get a 2015 Season Pass to enjoy shows like this and others FREE

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The Living Classroom

Wild Adventures Physical Science Day Student Packet Middle School Program

Program designed by teachers in Dothan, Alabama
With help from Wild Adventures

Math:

- Demonstrate proficiency in performing basic operations on rational numbers.
- Demonstrate proficiency in evaluating rational number expressions using the order of operations.
- Demonstrate proficiency using estimation techniques in problem solving related to real-life situations.
- Use problem-solving strategies effectively.
- Solve measurement problems using mental math, paper and pencil, and estimation techniques as well as appropriate units of measure.
- Apply properties of plane and solid geometric figures to solve problems.
- Identify uses and misuses of statistics in everyday life.
- Conduct a statistical study and use a statistical sampling to make a prediction.
- Determine possible outcomes of an event and compare with experimental outcomes.

Science:

- Identify steps within the scientific process. Measure dimension, volume, and mass using SI units. Identify examples of hypotheses.
- Identify Newton's three laws of motion. Calculate speed, average speed, instantaneous speed, acceleration, and distance traveled.
- Differentiate between potential and kinetic energy.

Cheetah and Hangman

Cheetah is a wooden roller coaster and Hangman is made of steel. Your task is to figure which coaster goes faster. You'll need to figure out which coaster has the greatest average speed.

Average speed = distance / time, so you'll need the length of each track and the total time of each ride.

Estimate: Which coaster will have the highest average speed?

Cheetah or Hangman

Hangman has a total track length of approximately 662 meters. Using your stopwatch, time yourself on the ride from the starting point (where you first start moving) until you arrive back at the station and come to a complete stop.

Total distance: 662 meters

Total Time: _____ seconds

Cheetah has a total track length of approximately 951 meters. Using your stopwatch, time yourself on the ride from the starting point (where you first start moving) until you arrive back at the station and come to a complete stop.

Total distance: 951 meters

Total Time: _____ seconds

Notice that both rides stop short of the station and slowly roll in. How does this affect the average speed of the rides?

What could you do to come up with a speed that might be more representative of the rides?

Which ride has the higher average speed?

What factors did you consider in making your guess?

Why is one ride faster than the other?

What is the average speed of the rides in kilometers/hour?

Cheetah _____ km/hr Hangman _____ km/hr



The Living Classroom

Physical Science

Double Shot

Objective: To determine the average number of people that ride on the Double Shot during a given day.

- Total number of passengers.

Ride 1 _____	Ride 6 _____
Ride 2 _____	Ride 7 _____
Ride 3 _____	Ride 8 _____
Ride 4 _____	Ride 9 _____
Ride 5 _____	Ride 10 _____

Total number of passengers (A) _____

Average riders per ride = $A/10 =$ _____ (AVG) (Keep the decimal here so as not to affect your total answer by rounding too early. Wait until the end of the problem to round.)

Operating hours of the park: Open _____ Close _____
 Total operating hours = _____ (H)
 Total operating minutes ($H \times 60$) = _____ (M)
 Total operating seconds ($M \times 60$) = _____ (S)

Elapsed time for 10 rides = _____ seconds (E)
 Elapsed time for 1 ride ($E/10$) = _____ (R)

Total number of rides in a day (S/R) = _____ rides

Average riders in a day (rides x AVG) = _____
 (Now you can round your answer.)

Boomerang

Objective: Calculate the average speed of the ride and try to figure out the instantaneous speeds at a few points.

Part 1:

- Using your stopwatch, time the ride from the starting point (where you first start moving) until you arrive back at the station and come to a complete stop.

Total distance of track = _____ meters
 Total time = _____ seconds
 Average speed = _____ meter/second

Part 2:

- Length of train = _____ meters
 - Time for entire train to pass the top of the first loop = _____ seconds
- Train speed (distance/time) = _____ meters/second

- Try this same procedure at two other points on the track. Try to find the fastest section of track.
 1. Point on track _____
 Speed (Length of train/time) = _____ meters/second
 2. Point on track _____
 Speed (Length of train/time) = _____ meters/second

Part 3:

- Where is the train the fastest on the ride?
- Ask people who have just gotten off the ride where they felt the train was the fastest. How does your data compare to their experience?

Blackfoot Falls

Objective: to determine the acceleration and speed of a ride traveling down the final chute.

Part 1:

- Time for the ride to descend the chute = _____ seconds (A)
- Time for the ride to descend the chute = _____ seconds (B)
- Time for the ride to descend the chute = _____ seconds (C)
- Time for the ride to descend the chute = _____ seconds (D)
- Time for the ride to descend the chute = _____ seconds (E)

Average time ($A + B + C + D + E / 5$) = _____ seconds (F)

Part 2: Distance of Final Chute = _____ meters (G)

$$\text{Acceleration} = \frac{2(\text{distance})}{\text{time}^2}$$

$$\text{Acceleration of Ride} = 2(G) / F^2 = \text{_____ meters/second}^2$$

Part 3:

- How does this acceleration compare to the acceleration of a freely falling object?
- Why would the two accelerations be different?
- What would you have to change on this ride to get the ride's acceleration closer to that of a freely falling object?

Part 4:

Find your speed at the bottom of the chute.
 Velocity (speed) = acceleration x time

Speed at the bottom of the chute = _____ meters/second

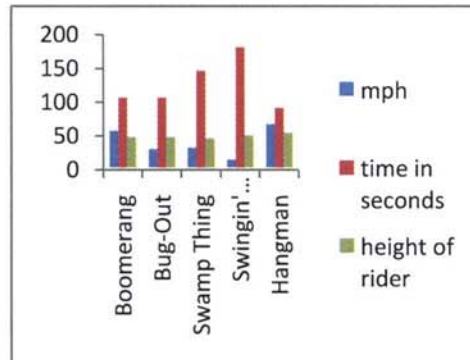


Wild Word Problems

1. Mark, Tom, and Jane stood in line 8 minutes each to ride Swamp Thing. Steve and Mary stood in line for 6 minutes each. How long was the combined time for all students standing in line?
2. Swamp Thing last for 2 minutes and 25 seconds. If you ride it 4 times, how long will you be on the ride?
3. The Sidewinder can seat 4 people in one car. If there are 27 students riding, how many cars will we need?
4. The Sidewinder can be 40° off the ground. If it made a full circle how many more degrees would it have to tilt?
5. The Boomerang makes vertical loops. How many degrees is one vertical loop?
6. The Swingin' Safari goes both forwards and backwards. If the ride last 3 minutes and it goes in both directions the same amount of time, how many seconds does it go both forward and backwards?
7. Hangman goes approximately 65 mph. Bug-Out goes 28 mph. How much faster is Hangman than Bug-Out?
8. The Gold Rush has 7 cars. If four students can ride in each car, how many students can ride at one time?
9. Jackson, Ryan, Rachel, and Madison rode Gold Rush 6 times. If the ride lasts 1 minute 15 seconds, how much time did they spend riding Gold Rush? (hint: you need to change minutes to seconds)
10. Jackson and Ryan ate lunch at Buggy's Pizza. The pizza had 8 slices. Jackson ate 5 slices and Ryan ate 2 slices. How much of the pizza was eaten? How much was left?
11. Madison ordered chicken fingers for \$4.95, French fries for \$1.95, and a coke for \$1.45. How much money did Madison spend for lunch? If she paid with \$20, how much change would she receive?

Thrill Rides

Use the chart below to answer the following questions.



1. Which ride is the fastest?
2. If Susan is 50" tall which ride will she not be able to ride?
3. How much faster is Hangman than Swingin' Safari?
4. Which ride is the slowest?

Animals in Action

Teacher's Guide

Grade Level: K-2

Curriculum Focus: Physical Education

Lesson Duration: 1 class period

Program Description

Unlike people, who use physical activity as a way to stay healthy, wild animals use physical activity as a means of survival. See how different animals move in the wild and learn how you can keep yourself fit and healthy.

Discussion Questions

- How do animals move?
 - What can humans do to stay healthy?
 - What kinds of physical activities do animals, including humans, do?
-

Lesson Plan

Student Objectives

- Describe ways in which animals move.
- Participate in physical exercises.
- Discover that exercise is an important way to stay healthy.

Materials

- *Animals in Action* video
- Crayons, markers, or colored pencils
- Construction paper
- Black felt tip markers (optional)

Procedures

1. Talk about the ways animals move. Have students watch *Animals in Action*, following the instructions and participating in the physical exercises shown, including balancing on one leg

or hopping. Stop the video for a few minutes at each exercise so that students have a chance to get a good idea of the different movements.

2. After watching the program, discuss how the exercises made students feel. Did it feel good to move? Did it give them more energy? Talk about the ways the animals moved. Which movements were the most difficult for the students? Which movements most closely resembled what humans do?
3. Ask students to describe their favorite physical activities and ask them to describe how they feel when they don't get to move around enough. Explain that exercise is an important way to keep our bodies healthy.
4. Give students crayons and construction paper and have them draw a picture of themselves doing their favorite kinds of physical activity. Have older students write a sentence or two about this activity and how it makes them feel.
5. Display the drawings in the classroom as a reminder that physical activity helps keep us healthy and happy.
6. As a follow up, organize time for extra physical activity a few days a week and have students chart how they feel on these days versus how they feel on the days that did not have extra exercise.

Assessment

Use the following three-point rubric to evaluate students' work during this lesson.

- **3 points:** Students were highly engaged in class discussions; enthusiastically participated in exercises; were able to demonstrate an understanding of the importance of exercise; and created unique and colorful drawings that clearly identified a specific physical activity.
- **2 points:** Students participated in class discussions; participated in exercises; were able to demonstrate a basic understanding of the importance of exercise; and created somewhat unique and colorful drawings that identified some form of physical activity.
- **1 point:** Students participated minimally in class discussions; did not participate in exercises or were disruptive during the exercise times; were unable to demonstrate an understanding of the importance of exercise; and created incomplete or incorrect drawings that did not identify any type of physical activity.

Vocabulary

active

Definition: Being in physical motion

Context: For humans, staying active is a healthy choice.

balance

Definition: Maintaining a state of equilibrium

Context: Balance is an important skill in the animal kingdom.

healthy

Definition: Possessing good health

Context: Walking helps us stay healthy.

muscle

Definition: Living tissue composed of fibers that are capable of contracting to effect bodily movement

Context: Before the animals settle in for the night, they stretch their muscles.

stretch

Definition: To lengthen, widen, or distend

Context: Stretch your arms and legs like a cheetah.

Academic Standards

National Academy of Sciences

The National Academy of Sciences provides guidelines for teaching science in grades K–12 to promote scientific literacy. To view the standards, visit this Web site:

<http://books.nap.edu/html/nses/html/overview.html#content>.

This lesson plan addresses the following science standards:

- Life Science: Characteristics of organisms; Regulation and behavior
- Science in Personal and Social Perspectives: Personal health

Mid-continent Research for Education and Learning (McREL)

McREL's Content Knowledge: A Compendium of Standards and Benchmarks for K-12 Education addresses 14 content areas. To view the standards and benchmarks, visit

<http://www.mcrel.org/compendium/browse.asp>

This lesson plan addresses the following national standards:

- Physical Education: Uses a variety of basic and advanced movement forms; Understands how to monitor and maintain a health-enhancing level of physical fitness

DVD Content

This program is available in an interactive DVD format. The following information and activities are specific to the DVD version.

How to Use the DVD

The DVD starting screen has the following options:



Play Video – This plays the video from start to finish. There are no programmed stops, except by using a remote control. With a computer, depending on the particular software player, a pause button is included with the other video controls.

Video Index – Here the video is divided into sections (see below), indicated by video thumbnail icons. Watching all parts in sequence is similar to watching the video from start to finish. Brief descriptions and total running times are noted for each part. To play a particular segment, press Enter on the remote for TV playback; on a computer, click once to highlight a thumbnail and read the accompanying text description and click again to start the video.

Standards Link – Selecting this option displays a single screen that lists the national academic standards the video addresses.

Teacher Resources – This screen gives the technical support number and Web site address.

VIDEO INDEX

Segment 1. Getting Physical

Animals in the wild must stay active to survive, but humans use physical activity to stay healthy. See what humans can learn by watching other animals in action.

Discussion question

Q: What is your favorite kind of physical activity?

A: Answers will vary.

Segment 2. Warming Up

Wild animals often start their day with stretches and yawns. Try to warm up to physical activity the way animals do in the wild.

Discussion question

Q: How do you start your day? Compare your morning activity to another animal's.

A: Answers will vary.

Segment 3. Balancing

Balance is an important skill in the wild. Try to keep your balance like flamingoes, raccoons, cats, and other animals.

Discussion question

Q: How long do you think you can balance on one leg?

A: Answers will vary.

Segment 4. Walking

Some animals walk on two legs and others walk on four. Contrast the differences in how ducks, horses, giraffes, and elephants walk around.

Discussion question

Q: What wild animals most resemble humans in the way they walk?

A: Answers will vary.

Segment 5. Running

Roadrunners and beetles can run very fast. Try to run as fast as these animals.

Discussion question

Q: When do you run the fastest?

A: Answers will vary.

Segment 6. Hopping

Watch kangaroos and other animals hop around. See what happens to your heartbeat when you hop for a long period of time.

Discussion question

Q: What does it mean when you feel your heart beating very fast?

A: Your heart is working hard to pump blood and oxygen through your body.

Segment 7. Shaking

Dogs and elephants shake their bodies from head to tail. Learn how to shake your body like these animals.

Discussion question

Q: What parts of your body are easiest to shake?

A: Answers will vary.

Segment 8. Crawling

Many wild animals crawl to move around. Try to crawl like a sloth or crocodile.

Discussion question

Q: What are the advantages and disadvantages of crawling?

A: Answers will vary.

Segment 9. Winding Down

After exercise, it is important to wind down with gentle stretching and movement. Learn how animals in the wild wind down at the end of the day.

Discussion question

Q: What do you do to wind down after exercising or playing?

A: Answers will vary.

Support Materials

Develop custom worksheets, educational puzzles, online quizzes, and more with the free teaching tools offered on the Discoveryschool.com Web site. Create and print support materials, or save them to a Custom Classroom account for future use. To learn more, visit

- <http://school.discovery.com/teachingtools/teachingtools.html>
-

PAUL TOURS AND CHARTERS

402 Gaither Drive ♦ Tallahassee, Florida 32305
PHONE: (850) 575-1245 ♦ FAX: (850) 575-9314
E-MAIL: lancepaul3@gmail.com
WEBSITE: www.paulstours.com

BUS CHARTER AGREEMENT

This vehicle use agreement is between Paul Tours and Charters and

1. Group Name: Havana Elem. School Date: 3-9-2015
2. Address: Highway 27
City: Havana State: FL Zip: _____
3. Group Contact Person: _____ Phone: 662-2670
E-mail: _____

This trip shall include the following itinerary:

4. Departure: Havana, FL Destination: Valdosta, Ga.
5. Departure Address: Havana Elem. School
6. Destination Address: Wild Adventure Park
7. Departure Date: May 14, 2015 Load Time: 8 AM Departure Time: _____
8. Return Date: May 14, 2015 Load Time: 8 PM Departure Time: _____
9. Number of Passengers: 112 Number of Buses: 24
10. Drive Time Hours: 1 hr 30 mins Round Trip Mileage: 180
11. TV/DVD: Yes () No ()

Trip cost includes the following:

12. *Trip Cost: \$ 1,750⁰⁰ Deposit: \$ NA Due by: May 11, 2015
13. Meal Eaten on Bus: Yes () No ()
14. Damage/Cleanup Deposit: \$ NA

*If a cheaper estimate is given at another bus/charter service, Paul Tours and Charters will match the competitor's price.

- A. The carrier shall provide transportation in a safe manner with a qualified driver. The carrier is not responsible for problems arising from traffic delays, weather, unpredictable mechanical occurrences or acts of God. The carrier reserves the right to substitute comparable equipment when necessary.
- B. Group/Company using buses agree to return vehicle in the condition received.
- C. Group/Company further agrees to pay for all damages to the coach caused by charter client members.
- D. Group/Company agrees to comply with all local, state, and federal laws, including but not limited to alcohol consumption and smoking.
- E. Group/Company will pay driver's room, bus-parking fees, and applicable tolls during trip.

PAUL TOURS AND CHARTERS

402 Gaither Drive ♦ Tallahassee, Florida 32305

PHONE: (850) 575-1245 ♦ FAX: (850) 575-9314

E-MAIL: lancepaul3@gmail.com

WEBSITE: www.paulstours.com

- F. Carrier PTC/Paul Tours is not responsible for lost, stolen, or damaged personal property.
- G. Carrier driver will follow approved itinerary with this agreement. Additional miles/hours will be charged accordingly to charter party at a rate of \$ N/A per mile or \$ N/A per hour.
- H. Payment in full is due 14 days prior to departure. Charter is subject to cancellation if payment is not received by the due date.
- I. Charter cancelled 14 days prior to departure will be assessed a fee of \$ N/A per coach.
- J. Charter cancelled in less than 14 days prior to departure will be assessed a fee of \$ N/A per coach.
- K. On site cancellation will be charged full cost of the charter.
- L. All buses will be inspected after trip by a chaperone for all trash, gum, candy wrappers, wasted food, etc., and will be disposed in trash bags by group members before leaving.

Methods of Payment:



_____ Check (Certified Only)
School check - OK
_____ Purchase Order # _____

_____ Cash \$ _____

_____ Credit Card

() Visa () Mastercard () Discover

Card Number: _____

Expiration Date: _____

Lance Paul 3/9/2015

Paul Tours Signature/Date

Client Signature/Date

Havana Elaine
May 14 2015
Valdosta 8AM



CERTIFICATE OF LIABILITY INSURANCE

PAULS-0

OP ID: GJ

DATE (MM/DD/YYYY)
03/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Ins. Brkrs 425 West Broadway, Suite 400 Glendale, CA 91204	CONTACT NAME:		
	PHONE (A/C, No, Ext):		FAX (A/C, No):
E-MAIL ADDRESS:			
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A : New York Marine & Gen Ins Co.			16608
INSURED Paul's Tours & Charters, Inc 402 Gaither Dr Tallahassee, FL 32305-6822	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY		GL201400002060	12/20/2014	12/20/2015	EACH OCCURRENCE \$ 2,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY		AU201400003692	12/20/2014	12/20/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000	
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (PER ACCIDENT) \$	
							\$
						\$	
UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$	
						AGGREGATE \$	
						\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTH-ER	
						E.L. EACH ACCIDENT \$	
						E.L. DISEASE - EA EMPLOYEE \$	
						E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder is added as additional insured but only to the extent that the certificate holder is liable for the conduct of the named insured.

CERTIFICATE HOLDER HAVAN01 Havana Elementary School 705 US Hwy 27S Havana, FL 32333	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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R. W. Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11c

Date of School Board Meeting: April 28, 2015

TITLE OF AGENDA ITEM: School Field Trip Requests (Out-of-State) – Gadsden Elementary Magnet School

DIVISION: Pre-K – 12 Education

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:
(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Gadsden Elementary Magnet School is requesting approval for an out-of-state field trip to Wild Adventures in Valdosta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith

POSITION: Deputy Superintendent

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

15 21 2015 4:11:34 PM
C:\Users\rsmith\Documents\15-21-2015 4:11:34 PM

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FIELD TRIP REQUEST

SCHOOL: Gadsden Elementary Magnet School	CONTACT FOR FIELD TRIP: Ms. Brenda Mason Mrs. Audria Flowers-Brown
--	---

DATE OF TRIP: May 1, 2015	WHO IS ATTENDING: (grade/organization) G.E.M.S. 5th Grade & 7 th Grade
-------------------------------------	---

LOCATION: Wild Adventures Theme Park	TRAVELING BY: <input type="checkbox"/> School bus <input checked="" type="checkbox"/> Charter bus
--	---

PURPOSE: This is our end of the year field trip. We will visit The Wild Adventures Theme Park in Valdosta, Georgia to learn about:
Wild Life Cycles: This field trip is designed so that students can observe animals in their natural habitats as a culminating science activity. Standards addressed are SC.5 L.16.3 – Recognize that animal behaviors may be shaped by heredity and learning and SC.5.L.16.4 – Compare and contrast the major stages in the life cycles of plants and animals. They will also enjoy a fun rides and great food.

SCHOOL BUS – Required items for approval: 1. Principal’s signature 2. Complete list of participants and chaperones 3. Complete final itinerary	CHARTER BUS – Required items for approval: 1. Principal’s signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Copy of charter bus contract with signatures 5. Proof of Insurance showing either district or school as insured
--	--

Brenda Mason
Signature of Person Requesting Trip

[Signature]
Approval of Principal (signature required)

APPROVED DENIED

Rosalyn W. Smith
Deputy Superintendent

Date 4/14/15

Please forward completed form via district mail or fax to:
Mrs. Cheryl Ellison
Administrative Assistant for Curriculum & Instruction
Fax: (850) 627-3530 Email: ellisonc@gcpsmail.com

GADSDEN ELEMENTARY MAGNET SCHOOL ACTIVITY REQUEST

1. Requested by: GEMS 5TH & 7TH GRADE
2. Date of this request: April 9, 2015
3. Date of requested activity: May 1, 2015
4. Describe activity requested: To attend an end of the year field trip to Wild Adventures to culminate a unit on animals in their natural habitat.
5. Purpose of activity (How does this relate to your classroom assignment): This lesson comes at the end of the school year where the students will visit animals in their natural habitat and have the opportunity to touch some of the animals and enjoy some of the fun rides.
6. Number of students involved: 28
7. Time of Departure: 8:30 A.M. Return 9:00 P.M. Bus requested: Yes, (1) chartered
8. Eating arrangements: We will eat dinner at the Old Times Restaurant in Valdosta, Georgia
9. Will substitute(s) be needed: Yes No: X
10. Number/Name of chaperones: We have 8 chaperones. (1). Ms. Brenda Mason, (2). Mrs. Audrey Flowers-Brown, (3). Ms. Annette Baker, (4). Mr. John Pete (5). Ms. Erica Jordan, (6). Ms. Barbara Sailor (7). Mr. David Brinkley
11. Chaperones approved by Administrator: Yes _____ No _____
12. Is a security officer needed: Yes _____ No: X (If yes, notify Site Administrator)
13. Approximately cost of activity: Total cost: approximately ~~\$2340~~ \$2275.00
14. How will this activity be financed: Each person attending will pay \$65 to cover all park entry fees, bus charges, and dinner at the restaurant

Submitted by: Ms. Brenda Mason - Fifth Grade Teacher

(Person in charge & responsible for activity)

Approved: Yes No _____


(Principal)

****YOU WILL ASSUME PERSONAL RESPONSIBILITY FOR ALL UNAUTHORIZED EXPENDITURES. AUTHORIZATION MUST BE IN WRITING PRIOR TO PURCHASE.**

Submit:

X-parent permission form

X-teacher/student roster

X-field trip itinerary

**Fifth Grade List of participants for Wild Adventures
May 1, 2015**

Ms. Brenda Mason – Teacher

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

**Seventh Grade List of participants for Wild Adventures
May 1, 2015**

Mrs. Audria Flowers -Brown – Teacher

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

Chaperones: Ms. B. Mason, Mrs. A. Brown, Mr. John Pete, Mrs. Annette Baker, Ms. Erica Jordan, Ms. Barbara Sailor, and Mr. David Brinkley

5TH & 7TH GRADE FIELD TRIP
WILD ADVENTURES ITINERARY
MAY 1, 2015

8:15 A.MChartered bus arrives at GEMS

8:30 A.M.Bus departs GEMS

10:30 A.M.Arrives at Wild Adventures

5:30 PM.....Depart Wild Adventures

5:45 PM.....Arrives at Old Times Restaurant

1193 N. St. Augustine Rd.

7:00..... Bus departs Restaurant

9:00..... Bus arrives back at GEMS



Field Trip to Wild Adventures

Dear Parents,

On Friday May 1, 2015 G.E.M.S. fifth grade & seventh grade students will travel to Wild Adventures Theme Park located in Valdosta, GA. This field trip is designed so that students can observe animals in their natural habitats.

Students will also get the chance to explore the animals and touch some of them. They will also enjoy fun rides and great food. The cost of the field trip is

\$65.00 (Cash or money order only) Included in the price is **admission into the park \$25, dinner at the restaurant-\$15 and to ride the chartered bus- \$25.** We are asking that all money be turned in no later than **Friday, April 17, 2015.** Parents we would love for you to chaperone this field trip. You may ride the bus along with your child. **The cost for parents to enter the park (\$25), have a meal at the restaurant \$15 and to ride the bus is \$25 If you do not ride the bus, your cost is \$40.** If you have any questions or concerns, please call the school at 627-7557 ext. 4211.

Thank You,

Ms. Mason: Fifth Grade Teacher

Relaxing Tour's
Mr. Ricardo Jackson, Owner/Operator
526 Hazel Green Rd.
Quincy, FL 32352
850-661-1089

April 10, 2015

Gadsden Elementary Magnet School
500 W King St.
Quincy, FL 32351

RE: Service Confirmation

To Whom It May Concern:

Please accept this as confirmation that Relaxing Tour's will be providing bus transportation services for the Gadsden Elementary Magnet School to and from the Wild Adventure's Theme Park in Valdosta, Georgia on Friday, May 1, 2015. The cost of the trip will include a charge of \$25 per passenger. The bus will seat a total of 45 passengers. The school will be responsible for the cost of the driver's parking, entry fee to the park if he/she so desires to enter, and at least one meal during the trip.

The bus will arrive at the school for loading the morning of May 1st, load all passengers, depart, and arrive at the park. Upon departure from the park, the bus will transport the school group to the designated dining area. After dinner, the bus will depart to return to the school, to arrive at the school approximately 8:00 pm.

Relaxing Tour's extends its most sincere appreciation to your group for making us your transportation choice. If you have questions or require additional information, please feel free to contact me using the above listed contact information. Again, thank you, and we look forward to a relaxing trip.

Sincerely,

Ricardo Jackson
RJ/



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GEICO Insurance Agency, Inc. 1 GEICO Blvd Fredericksburg, VA 22412	CONTACT NAME: GEICO Insurance Agency, Inc.	
	PHONE (A/C. No. Ext):	FAC (A/C. No.):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED RELAXING TOUR'S, LLC 526 HAZEL GREEN RD QUINCY, FL 32352	INSURER A: NATIONAL INDEMNITY COMPANY OF THE	
	INSURER B: SOUTH	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: **203,548** REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
A	AUTOMOBILE AUTHORITY ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS HIRED AUTOS			74APG064102-01	02/06/2015	02/06/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ N/A
							BODILY INJURY (Per Person)	\$ 100,000
							BODILY INJURY (Per accident)	\$ 300,000
							PROPERTY DAMAGE (Per accident)	\$ 50,000
							PIP Limit - \$10,000	Covered
	UMBRELLA LIAB EXCESS LAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	OTH-ER
							E. L. EACH ACCIDENT	\$
							E. L. DISEASE - EA EMPLOYEE	\$
							E. L. DISEASE - POLICY LIMIT	\$
								\$
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Year, Make, Model, VIN	Collision	Comp or Spec. Caus.	Stated Amount	Phys. Dam. Deductible	In-Tow Limit	Cargo Limit
1984 EAGLE BUS 1EUAN6A16EB031254	N/A		N/A	N/A	N/A	N/A

CERTIFICATE HOLDER FLORIDA DEPARTMENT OF HIGHWAY SAFETY Neil Kirkman Building 2900 Apalachee Parkway Tallahassee, FL 32399	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Tom Y</i>
--	---

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M-5652 (11/2011) 02/10/2015 07:37 6D9033AC-E5C0-4529-A685-09EFF28554DD

Ricardo 850-661-1089 (owner)

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 12a

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEM: Request to Advertise – Notice of Intent to Amend a Policy

DIVISION:

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

F.S. Chapter 120 requires an annual review and adoption of the Gadsden County School District’s Code of Student Conduct. Permission is requested to advertise the Notice of Intent.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith

POSITION: Deputy Superintendent

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered _____

CHAIRMAN’S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA
NOTICE OF INTENT TO AMEND A POLICY**

DATE OF THIS NOTICE: April 28, 2015

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend Gadsden County School Board Policy Numbered 5500 (Student Conduct).

PURPOSE AND EFFECT: The purpose and effect of this policy revision is to comply with Florida Administrative Code No. 6A-7.0411.

RULEMAKING AUTHORITY: Subsection 1000.41, and 1000.43, Florida Statutes

LAWS IMPLEMENTED: 1000.40, 1000.42, and 1000.43, 1003.31 Florida Statutes

SUMMARY OF THE ESTIMATED ECONOMIC IMPACT: NONE

FACTS AND CIRCUMSTANCES JUSTIFYING RULE: It is necessary to amend Policy Numbered 5500 (Code of Student Conduct) for an annual adoption of the Code of Student Conduct as required by F.S. Chapter 120.

**A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M.
ON:** Tuesday, May 26, 2015

PLACE: Max D. Walker School Administration Building
35 Martin Luther King, Jr., Blvd.
Quincy, Florida 32351

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

NAME OF THE PERSON ORIGINATING THIS RULE: Rosalyn W. Smith
Deputy Superintendent

NAME OF THE PERSON WHO APPROVED THIS RULE: Reginald C. James
Superintendent of Schools

DATE OF SUCH APPROVAL: April 28, 2015

A COPY OF THE POLICY PROPOSED FOR AMENDMENT MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Reginald C. James, Superintendent of Schools
For Gadsden County, Florida, and Secretary and
Chief Executive Officer of the School Board of
Gadsden County, Florida.

The School Board of Gadsden County Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The School Board has zero tolerance for conduct that poses a serious threat to school safety. Zero tolerance policies must apply equally to all students, and are not intended to be rigorously applied to petty acts of misconduct and misdemeanors. This zero tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency. Petty acts of misconduct, include, but are not limited to, disorderly conduct, disrupting a school function, simple assault or battery, verbal abuse or use of profanity, cheating, theft of less than \$300, trespassing, and vandalism of less than \$1,000, possession or use of tobacco, and other school-based offenses delineated in the Student Code of Conduct.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year, and that the student shall be referred to the criminal justice or juvenile justice system.

The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request that the Board modify the requirement by assigning a student to a disciplinary program or second chance school. The Superintendent's request for modification must be in writing, and the Board may approve the request if it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for discipline of such students.

The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a serious threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

Those acts that pose a serious threat to school safety include, but are not limited to,:

- A. possession of firearms or other weapons
- B.

placing, discharging, or throwing an explosive item or noxious substance or making threats to do so

- C. arson
- D. felony assault
- E. violations of the rules regarding possession of alcohol and/or illegal drugs in the Board-adopted Student Code of Conduct

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate, for a minimum period of one (1) year. Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

The Code of Student Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the District has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or *nolo contendere* to, a felony violation as set forth in F.S. 1006.13(6)(a), the Board shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense, or a sibling of the victim.

The principal, a teacher, or any other staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida statutes or Board rules. Any activity involving student detention, search, and seizure shall be in accordance with procedures set forth in the *Code of Student Conduct*. Students may be subject to discipline for violation of the *Code of Student Conduct* even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

The principal shall ensure that all school personnel are properly informed as to their responsibilities regarding crime reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented.

Student conduct shall be governed by the rules and provisions set forth in the *Code of Student Conduct* that is reviewed and adopted annually in accordance with F.S. Chapter 120.

F.S. 1006.07, 1006.13

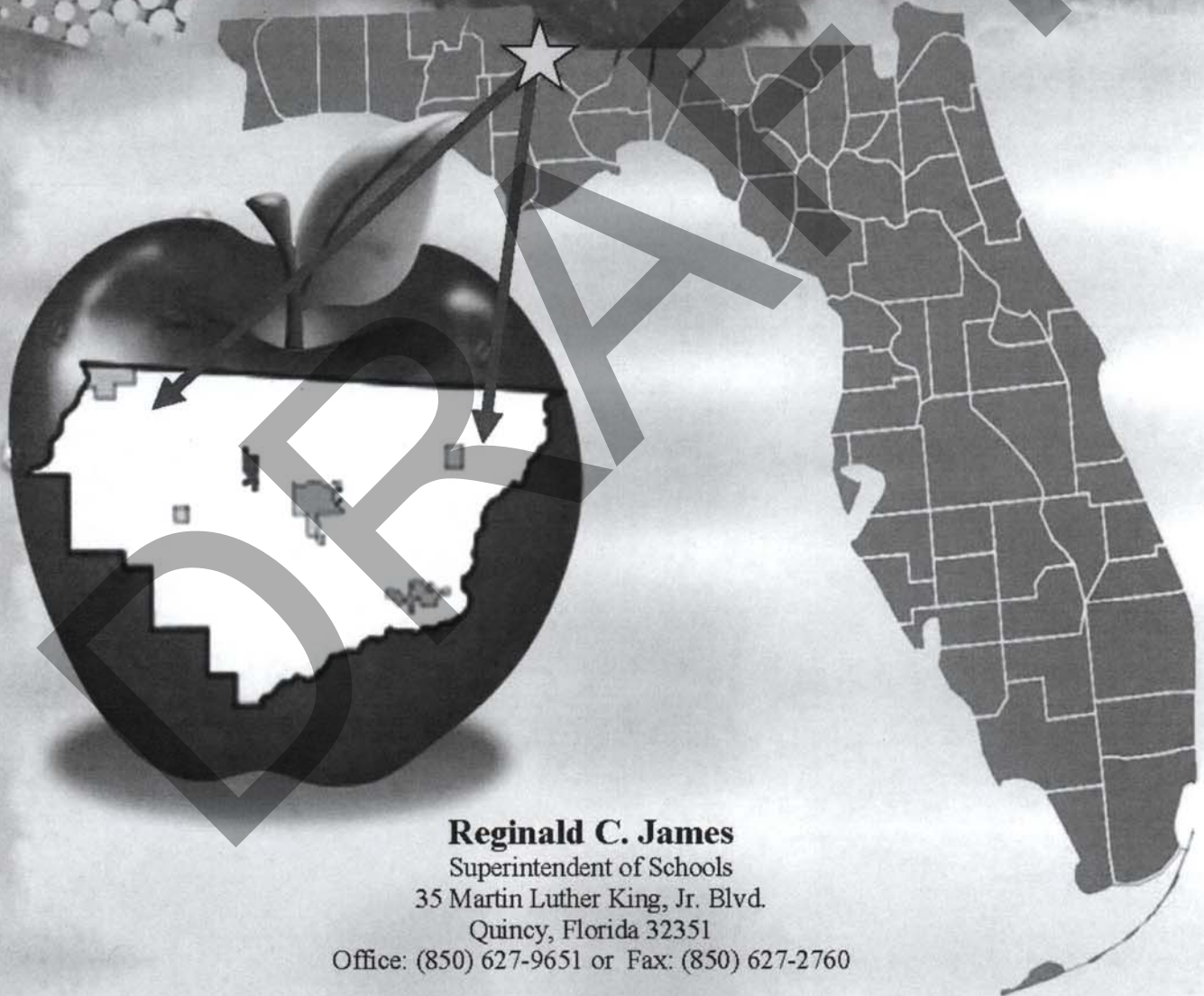
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2015-2016



Student Code of Conduct

GADSDEN COUNTY PUBLIC SCHOOLS



Reginald C. James
Superintendent of Schools
35 Martin Luther King, Jr. Blvd.
Quincy, Florida 32351
Office: (850) 627-9651 or Fax: (850) 627-2760

AUDREY D. LEWIS
DISTRICT NO. 1
HAVANA, FL 32333

STEVE SCOTT
~~XXXXXXXXXX~~
DISTRICT NO. 2
QUINCY, FL 32351

ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

CHARLIE D. FROST
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32353

Board Approved
09/02/2014

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The School Board of Gadsden County



"Building A Brighter Future"

REGINALD C. JAMES
SUPERINTENDENT OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD
QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
<http://www.gcps.k12.fl.us>

SUPERINTENDENT'S MESSAGE

In order for the Gadsden County School District to perform effectively, we must operate within a system of rules. These rules are written in the **Code of Student Conduct** to ensure a safe learning environment for the students who attend our schools. We know that there are many factors which contribute to discipline problems in a school; consequently, schools have the responsibility to encourage, promote, and maintain effective disciplinary practices.

The contents of this document apply to all students in grades **PreK-12**, unless otherwise stated. The information contained in the **Code of Student Conduct** is written specifically to ensure that each student associated with school activities has positive experiences in a safe learning environment.

This document will explain the rules of the Gadsden County School District, student rights and student responsibilities, disciplinary actions, and the disposition of school records. While this document does not contain the exact Florida Statutes referenced herein, a copy of those statutes can be obtained from the district office at 35 Martin Luther King, Jr. Boulevard in Quincy upon request or viewed on the State of Florida website at <http://www.flsenate.gov/statutes>.

The administrators and school personnel will continue to promote and maintain the kind of discipline that will foster a *healthy dose* of intervention, prevention, and the encouragement to discontinue those behaviors that are not acceptable to a safe learning environment. As we continue to find ways to make all of our schools safer, we realize that consequences for inappropriate behavior must be fair, consistent, and comply with policies as conflicts are resolved and undesirable behavior is modified.

Please read and thoroughly discuss this document with your child. Help us maintain the safe school status which we all desire throughout our district. As we work together to build a brighter future, we want to ensure that each student will have positive experiences in a safe learning environment.

Respectfully yours,


Reginald C. James
Superintendent of Schools

RCJ:RWS:mjwb

AUDREY D. LEWIS
DISTRICT NO. 1
HAVANA, FL 32333

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QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32353

VISION

The Gadsden County Public School District is committed to working together to *"Build A Brighter Future"* for our boys and girls.

We, the partners for excellence, recognize the need for multicultural awareness and education and envision that schools, communities, and parents/guardians will cooperatively embrace one another to offer an educational program that will meet the needs of students, parents/guardians, and the community. We further believe that ALL children can learn, and we envision that schools, using new and emerging technologies in conjunction with traditional approaches, will provide academic, intellectual, emotional, psychological, physical, and social experiences that will develop the whole student. Our product will be students who possess foundational, marketable, and/or functional skills that will enable them to broaden their horizons in any post-secondary endeavor upon which they might choose to embark.

MISSION STATEMENT

The mission of the district is *"To Build a Brighter Future as We Prepare Students for Success in Life"*.

JURISDICTION OF THE SCHOOL BOARD

The Code of Student Conduct and the Positive Student Management Discipline Plan were adopted by the Gadsden County School Board and are compatible with the Florida State legislative codes. Subject to law and rules and regulations of the State Board of Education of the State of Florida, each student enrolled in a school shall, during the time he/she is being transported to or from school at public expense, during the time he/she is attending school, including the time during which he/she is proceeding from one school center to another during the school day, and during the time he/she is on the premises of any publicly supported school in this district, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or the bus driver to whom such responsibility may be assigned by the principal; and each such student shall, during the time he/she is otherwise en route to or from school at public expense, or is presumed by law to be attending school, be under the control and direction of the principal or teacher in charge of the school where he/she is enrolled.

DISCRIMINATION STATEMENT

No person shall, on the basis of race, color, religion, sex, national origin, handicap, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity.

This practice shall apply equally to students, employees and all persons having business with the School Board.

STUDENTS' RIGHTS AND RESPONSIBILITIES

It is the intent of the Students' Rights and Responsibilities, as expressed in the Code of Student Conduct, that students understand that their rights must be accompanied by corresponding responsibilities.

Florida's School Improvement and Accountability System states that all school communities will provide an environment that is alcohol and drug-free and protects students' health, safety, and civil rights.

I. ATTENDANCE

All questions relating to the attendance policy are to be directed to the school's attendance office first, and then if needed, the school principal.

Florida law requires each parent/guardian of a child from age six (6) to sixteen (16) years to be responsible for the child's school attendance. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the state board.

The school attendance law was amended by the 1997 Florida Legislature to require that any sixteen or seventeen year old student withdrawing from school must file a formal declaration of intent to terminate school enrollment with the district school board.

A student is considered "truant" when he/she is not in attendance without approval of the principal and/or consent of the parent/guardian. School-based interventions will occur for all truant students.

A student is considered a "habitual truant" when he/she has 15 unexcused absences within 90 calendar days.

DISTRICT ATTENDANCE GOAL 2014-2015 SCHOOL TERM

Each student attends school at least 95% of the time as based on average daily attendance. Each child can miss no more than: 2 days per nine week grading period, 4 days per semester and 8 total days per school year

INTRODUCTION

Research shows the importance of a student's regular and punctual school attendance. Gadsden County Public Schools' vision is to engage all students in a rigorous course of study which prepares each student to be successful in their post-secondary options. Research also indicates that students who are tardy or who have excessive absences from their instructional program begin to fall behind in their academics. Excessive school absenteeism leads to grade failure, loss of interest, and may result in students withdrawing from school. The Gadsden County Public Schools District is obligated to inform parents of student absences, and to see that the compulsory attendance laws are enforced as mandated by Florida Statutes.

Raising standards and promoting a high level of student achievement are paramount in all District initiatives. Student attendance is a means of improving student performance and is critical in raising student standards. Staff should note that attendance records and reports are required by Chapter 1003.23, Florida Statutes, which states in part:

"All officials, teachers, and other employees in public schools shall keep all records and shall prepare and submit promptly all reports that may be required by law and by rules of State Board of Education and district school boards. The enrollment register shall show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board of Education. Such records shall include a register of enrollment and attendance and all persons described above shall make these reports therefrom as may be required by the State Board of Education. The register shall be open for inspection by the designated school representative or the district school superintendent in which the school

is located. Violation of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided by law. This section shall not apply to home education programs provided in s.1002.41.”

These procedures will assist you in your continued effort to encourage your students to attend school regularly and to properly document attendance on a daily basis.

Attendance Recording Requirements:

- Attendance must be recorded on a daily basis. Attendance must be recorded by 3:00 PM daily.
- Tardies **TO SCHOOL** must be recorded by the attendance clerk/Designee. Teachers can only record tardies to **CLASS**. Tardies **TO SCHOOL** must be entered manually every day.
- Early departures from school are to be classified as excused or unexcused and are to be entered daily upon occurrence.
- Principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under their direction.
- Principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be their duty to see that such instructions are followed.
- Principal shall verify all attendance records for accuracy at least six times during the school year to determine that attendance data is reported and recorded in accordance with the approved method of attendance recording for district wide use.
- If the substitute teacher cannot input the attendance into the computer, the principal is responsible for ensuring that the substitute provides that information to the attendance clerk or other office personnel designated to input attendance information.
- Florida law requires each parent/guardian of a child from age six (6) to sixteen (16) years to be responsible for the child's school attendance. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the state board.
- The school attendance law was amended by the 1997 Florida Legislature to require that any sixteen or seventeen year old student withdrawing from school must file a formal declaration of intent to terminate school enrollment with the district school board.
- A student is considered "truant" when he/she is not in attendance without approval of the principal and/or consent of the parent/guardian. School-based interventions will occur for all truant students.
- A student is considered a "habitual truant" when he/she has 15 unexcused absences within 90 calendar days.

Rights:

- Students will be given an explanation of excused absences, unexcused absences, and tardies. Students can make up work for all absences.
- A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date upon which he or she attains that age if the student files a Student Declaration of Intent to Terminate School Enrollment form. This form is available from the school administration or guidance office. Parent will be notified of student's filing of Intent to Terminate School Enrollment form.

Responsibilities:

- Students are required to attend school every school day. If absent, a written note from the parent/guardian stating why the student was absent must be brought to school on the day the student returns. The principal shall consider each absence as being either "excusable," "permissible," or "unexcused."
- It is the responsibility of the student's parent/guardian to notify the school when his/her child will not be in attendance. The school is to be notified of an absence the morning the student is absent or within twenty- four hours.

Excusable Absence:

- An excusable absence is one caused by illness of the student or by serious illness or death in the family, legal reasons and other special conditions or extenuating circumstances. The student shall be given an opportunity to make up all missed work.
 - The student/parent is responsible for contacting the school to determine what options are available to complete make up work.
- Excused Absence for Religious Holidays: A student shall be excused from attendance for observation of a religious holiday or because the tenets of his religion forbid secular activity on that day. Prior notification to the school principal is required.
- A student who has been excused for observance of a religious holiday shall be given the opportunity to complete any work missed, including examinations and work assignments. No adverse or prejudicial effects shall result from any such religious observance.
- Permissible Absence (Excused): A permissible absence is one which has the sanction of the parents/guardians and the school. This may include activities such as an individual educational trip or other extenuating circumstances. Any such individual educational trip must be planned by the parent/guardian and teacher, and a written report of the trip must be presented to the teacher. The student shall be given an opportunity to make up all missed work.

Unexcused Absence:

- An unexcused absence (this does not include suspensions) is one which does not have the approval of the school, or which is due to disciplinary action against the student. The student shall be given an opportunity to make up all missed work.
 - The student/parent is responsible for contacting the school to determine what options are available to complete make up work.
- Pursuant to Florida Statute 1006.09, no student who is required by law to attend school shall be suspended for unexcused absence or truancy. Therefore, suspension is not an appropriate disciplinary action for students who fall within the mandatory state attendance requirements.

Tardy:

- Students who are more than five (5) minutes late for a class will be recorded as being tardy.

Disciplinary Action:

- Disciplinary actions may include: counseling, attendance conferences, parent/guardian contact. Also, the student may be referred to other appropriate disciplinary programs.
- The law allows absences for illness and certain other special circumstances. Under these circumstances, district and school policies regard these absences as excused absences. A student with an excused absence is not subject to any disciplinary or academic penalties for that absence. It is the student's responsibility to obtain and complete all makeup work. An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to

academic penalties.

- For students in grades 9-12 a minimum of 135 hours in attendance is required to earn a credit in a course. In order to be eligible to receive a credit, a student must meet course requirements and be present at least 67.5 hours each 18 week grading period or demonstrate mastery of the course performance standards for the defined course by passing the semester exam. Credits are awarded at the end of each 18 week grading period.

Minimum School-Based Intervention Procedures for Truant Students:

Minimum School-Based Intervention Procedures for Truant Students may be as follows (Appropriate Documentation of Interventions Must Be Maintained):

1. After 3 days of unexcused absences, within a 90-day period, a parent/guardian/student contact/conference is conducted by teacher/school designee.
2. After 5 days of unexcused absences, within a 90-day period, a referral is made to the principal to send a certified letter to parents/guardians and possibly to convene a student study team. *NOTE: A student study team is to convene when a student misses 5 unexcused absences within 30 calendar days, or when a student misses 10 days within 90 calendar days.*
3. After 10 days of unexcused absences within a 90-day period, the student is referred to the visiting teacher.
4. After 15 unexcused absences within a 90-day period, the student is considered "habitually truant." Florida statutes 1003.27(b).

The Florida Legislature enacted requirements that school districts report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, birthdates, sex, and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors under age 18 who thus fail to satisfy attendance requirements or drop out of (voluntarily withdraw from) school will be ineligible for driving privilege. Additional information about procedures and waivers is available from the school administration or guidance office.

Middle and High School Attendance:

- A minimum of 135 hours of attendance is required for students to earn a credit in a course. In order to be eligible to receive a credit, a student must meet course requirements and be present at least 67.5 hours each semester or demonstrate mastery of the course performance standards for the defined course by passing the semester exam.
- Each school will document attempts to notify parents/guardians of each student's absence either through an automated system or other method. However, failure to successfully notify parents/guardians shall not negate the attendance policy.

Absences:

- Students are to sign in/out when missing a class for excusable appointments or emergencies and are to comply with the individual school procedures established with the school attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.
- Excused absences/tardies may only be used for the following legitimate, documented reasons:
 1. Illness and/or medical care
 2. Death in the family
 3. Legal reasons

4. Religious Holidays, administratively pre-approved observance
5. Pre-arranged absences approved by an administrator, school sponsored field trips, or school approved activities
6. Other special circumstances or insurmountable conditions

- In the event 4 or more unexcused absences occur in a course during a 9-week grading period, an attendance conference may be held to determine which, if any, absences are excusable.
- The teacher's grade book and/or the attendance sheet signed by the teacher will be the final authority in determining the number of absences for each student.

Attendance Conference/Appeal Procedures:

- In order to appeal an unexcused absence, the following must occur:
 1. The student and parent/guardian must request a hearing by completing and submitting an Attendance Conference Application (form available at school).
 2. Written documentation of absences from a doctor or recognized agency, legal proceedings or other relevant information should be attached to the application when it is submitted, and may be accepted in lieu of an attendance conference provided all absences are included.
 3. An attendance conference may not be necessary if written documentation for each absence is submitted to the attendance office. Other circumstances made known to the attendance office may also make the conference unnecessary. The need for a conference will be made by the principal/designee. The school will notify the parent/guardian(s) if a conference is not necessary.
- The school will make every effort to schedule conferences at a time convenient for parents/guardians, including evening hours when necessary.
- One administrator/designee and two teachers will hear and rule on the appeal.
- The parent/guardian will be notified of the decision in a timely manner.
- Teachers will be notified of the decision in a timely manner.
- The principal may overrule the findings of the attendance committee should special circumstances occur or excuse any student from any consequence arising from recorded absences.

Other Considerations:

- Students who are suspended will be considered administratively absent and the absences will not count toward the "four unexcused" policy for the nine weeks grading period.
- Students who are absent for an "educationally valuable experience" other than a field trip may receive an excused absence if the following criteria are met:
 1. The absence must be pre-approved at least one week in advance.
 2. There must be stated and written educational objectives for the trip that are related to the performance standards for each course in which the student is enrolled and include at least one objective for each course. This information shall be attached to the Prior Approval Request Form when it is turned in to the attendance office and initialed by the teacher of each course.
 3. The attendance administrator and/or the attendance committee will review the pre-arranged absence request. The absences may then be pre-excused pending the completion of

the appropriate documentation.

4. Within ten (10) calendar days of the student's return to school following the trip, the student and parent/guardian will present a student prepared report and other appropriate exhibits to the attendance committee documenting the completion of each written objective. The committee shall determine whether the absences are to be excused.
- College recruitment trips are to be scheduled when school is not in session. Days missed will be considered as part of the three (3) allowed per 9-week grading period. Administrative exception may be granted for a planned program scheduled for a specific day if the student has a pre-planned appointment, with a specific college administrator that is verified in writing by the college.
 - Any student with fifteen (15) or more absences due to a physical or mental condition, which confines the student to a home or a hospital, may be referred to the Homebound Program. If placed in the Homebound Program, attendance records become the responsibility of the Homebound Program.

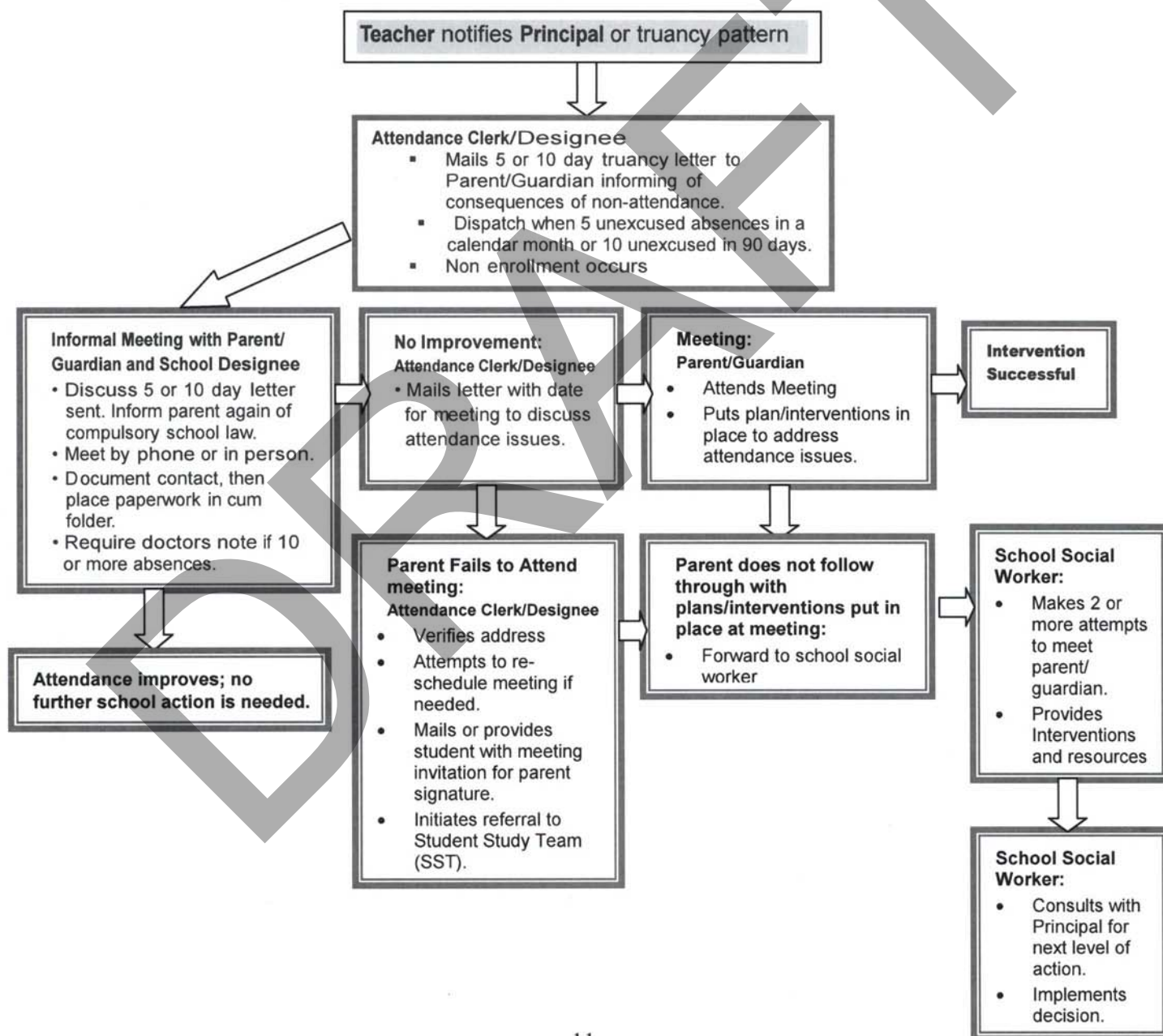
INTERVENTION STRATEGIES AND INCENTIVES

Schools are encouraged to develop specific intervention strategies and incentives directed to meet the needs of their students and community. The following is a list of standard interventions and incentives recommended for all schools:

- **Intervene early. DO NOT WAIT.**
- Provide parents with a copy of the attendance policy.
- Communicate attendance policies and procedures i.e. school website, PTA meetings, school reception areas and community flyers.
- Develop and provide attendance workshops for students and parents regarding their legal obligation to assume a greater responsibility for assuring daily student attendance (may be done during PTA meetings, open house meetings, homeroom announcements, or assemblies for students).
- Develop an incentive program to promote good attendance for all students:
 - ❖ Free homework coupons
 - ❖ Uniform pass
 - ❖ Jeans pass
 - ❖ Jersey day
 - ❖ Free tickets to events i.e. athletics and etc.
 - ❖ Praise students for Perfect Attendance.
 - ❖ Praise and rewards for students and teachers for improved student attendance.
 - ❖ PTA involvement incentives
 - ❖ Community supported incentives
- Develop school attendance improvement plan and attendance contract.
- Develop plan to address attendance with teachers.
- **Make use of in-school suspension in lieu of out of school suspension.**
- Provide students with academic support via school tutoring.
- Recommend and connect students and families to community agencies that can provide services.
- Ensure that the Parent Resource Center is available to parents.
- Utilize services to assist homeless and economically disadvantaged families.
- Encourage students to participate in social and athletic activities.
- Conduct home visits by community involvement specialist and/or social worker.
- Develop a plan for escalating consequences for excessive unexcused absences and release of grades withheld.
- Non participation in extra-curricular and athletic activities (with varying time spans).
- After school office or school media assistant (with varying times).
- Tutoring of lower academic performing students (dependent on student's demonstrated academic abilities).
- Recommendation to adult/vocational program.
- Saturday school.
- On-line learning.
- Service learning project.

School-Based Truancy Interventions

Truancy Intervention Flow Chart



Rights:

Students will be given an explanation of excused absences, unexcused absences, and tardies. Students can make up work for credit if the absence is excused.

A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date upon which he or she attains that age if the student files a Student Declaration of Intent to Terminate School Enrollment form. This form is available from the school administration or guidance office.

Responsibilities:

Students are required to attend school every school day. If absent, a written note from the parent/guardian stating why the student was absent must be brought to school on the day the student returns. The principal shall consider each absence as being either "excusable," "permissible," or "unexcused."

It is the responsibility of the student's parent/guardian to notify the school when his/her child will not be in attendance. The school is to be notified of an absence the morning the student is absent or within twenty-four hours.

Excusable Absence:

An excusable absence is one caused by illness of the student or by serious illness or death in the family, legal reasons and other special conditions or extenuating circumstances. The student shall be given an opportunity to make up all missed work.

Excused Absence for Religious Holidays:

A student shall be excused from attendance for observation of a religious holiday or because the tenets of his religion forbid secular activity on that day. Prior notification to the school principal is required.

A student who has been excused for observance of a religious holiday shall be given up to 3 school days to complete any work missed, including examinations and work assignments. No adverse or prejudicial effects shall result from any such religious observance.

Permissible Absence (Excused):

A permissible absence is one which has the sanction of the parents/guardians and the school. This may include activities such as an individual educational trip or other extenuating circumstances. Any such individual educational trip must be planned by the parent/guardian and teacher, and a written report of the trip must be presented to the teacher. The student shall be given an opportunity to make up all missed work.

Unexcused Absence:

An unexcused absence (this does not include suspensions) is one which does not have the approval of the school, or which is due to disciplinary action against the student. Ordinarily, in such case, the work missed may not be made up by the student for credit. Pursuant to Florida Statute 1006.09, no student who is required by law to attend school shall be suspended for unexcused absence or truancy. Therefore, suspension is not an appropriate disciplinary action for students who fall within the mandatory state attendance requirements.

Students who are more than five (5) minutes late for a class will be recorded as being tardy.

Rule:

All students between the ages of six (6) and sixteen (16) must attend school regularly.

Disciplinary Action:

A student may receive counseling, attendance conferences, parent/guardian contact, and may be referred to other appropriate disciplinary programs.

The law allows absences for illness and certain other special circumstances. Under these circumstances, district and school policies regard these absences as excused absences. A student with an excused absence is not subject to any disciplinary or academic penalties for that absence. It is the student's responsibility to obtain and complete all makeup work. An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties.

For students in grades 9-12 a minimum of 135 hours in attendance is required to earn a credit in a course. In order to be eligible to receive a credit, a student must meet course requirements and be present at least 67.5 hours each 18 week grading period or demonstrate mastery of the course performance standards for the defined course by passing the semester exam. Credits are awarded at the end of each 18 week grading period.

Each school must implement procedures to increase student attendance. An attendance committee will be established at each school to review the reason(s) for absence(s).

Minimum School-Based Intervention Procedures for Truant Students

Minimum School-Based Intervention Procedures for Truant Students may be as follows (Appropriate Documentation of Interventions Must Be Maintained):

1. After 3 days of unexcused absences, within a 90-day period, a parent/guardian/student contact/conference is conducted by teacher/school designee.
2. After 5 days of unexcused absences, within a 90-day period, a referral is made to the principal to send a certified letter to parents/guardians and possibly to convene a student study team. *NOTE: A student study team is to convene when a student misses 5 unexcused absences within 30 calendar days, or when a student misses 10 days within 90 calendar days.*
3. After 10 days of unexcused absences within a 90-day period, the student is referred to the visiting teacher.
4. After 15 unexcused absences within a 90-day period, the student is considered "habitually truant." Florida statutes 1003.27(b).

The Florida Legislature enacted requirements that school districts report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, birthdates, sex, and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors under age 18 who thus fail to satisfy attendance requirements or drop out of (voluntarily withdraw from) school will be ineligible for driving privilege. Additional information about procedures and waivers is available from the school administration or guidance office.

Middle-High School Attendance

A minimum of 135 hours of attendance is required for students to earn a credit in a course. In order to be eligible to receive a credit, a student must meet course requirements and be present at least 67.5 hours each semester or demonstrate mastery of the course performance standards for the defined course by passing the semester exam.

Each school will document attempts to notify parents/guardians of each student's absence either through an automated system or other method. However, failure to successfully notify parents/guardians shall not negate the attendance policy.

Absences

- Students are to sign in/out when missing a class for excusable appointments or emergencies and are to comply with the individual school procedures established with the school attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.
- Excused absences/tardies may only be used for the following legitimate, documented reasons:
 1. Illness and/or medical care
 2. Death in the family
 3. Legal reasons
 4. Religious Holidays, administratively pre-approved observance
 5. Pre-arranged absences approved by an administrator, school sponsored field trips, or school approved activities
 6. Other special circumstances or insurmountable conditions
- In the event 4 or more unexcused absences occur in a course during a 9-week grading period, an attendance conference may be held to determine which, if any, absences are excusable.
- For each course in which the student has four (4) unexcused absences, that are not for one of the legitimate purposes described above, a grade of "F" will be assigned for that grading period.
- The teacher's grade book and/or the attendance sheet signed by the teacher will be the final authority in determining the number of absences for each student.

Attendance Conference / Appeal Procedures

- In order to appeal an unexcused absence, the following must occur:
 1. The student and parent/guardian must request a hearing by completing and submitting an Attendance Conference Application (form available at school).
 2. Written documentation of absences from a doctor or recognized agency, legal proceedings or other relevant information should be attached to the application when it is submitted, and may be accepted in lieu of an attendance conference provided all absences are included.
 3. An attendance conference may not be necessary if written documentation for each absence is submitted to the attendance office. Other circumstances made known to the attendance office may also make the conference unnecessary. The need for a conference will be made by the principal/designee. The school will notify the parent/guardian(s) if a conference is not necessary.
- The school will make every effort to schedule conferences at a time convenient for parents/guardians, including evening hours when necessary.
- One administrator/designee and two teachers will hear and rule on the appeal.
- The parent/guardian will be notified of the decision in a timely manner.
- Teachers will be notified of the decision in a timely manner.
- The principal may overrule the findings of the attendance committee should special circumstances occur or excuse any student from any consequence arising from recorded absences.

Other Considerations

- Students who are suspended will be considered administratively absent and the absences will not count toward the "four unexcused" policy for the nine weeks grading period.
- Students who are absent for an "educationally valuable experience" other than a field trip may receive an excused absence if the following criteria are met:
 - a. The absence must be pre-approved at least one week in advance.
 - b. There must be stated and written educational objectives for the trip that are related to the performance standards for each course in which the student is enrolled and include at least one objective for each course. This information shall be attached to the Prior Approval Request Form when it is turned in to the attendance office and initialed by the teacher of each course.
 - c. The attendance administrator and/or the attendance committee will review the pre-arranged absence request. The absences may then be pre-excused pending the completion of (d) below.
 - d. Within ten (10) calendar days of the student's return to school following the trip, the student and parent/guardian will present a student prepared report and other appropriate exhibits to the attendance committee documenting the completion of each written objective. The committee shall determine whether the absences are to be excused.

- College recruitment trips are to be scheduled when school is not in session. Days missed will be considered as part of the three (3) allowed per 9-week grading period. Administrative exception may be granted for a planned program scheduled for a specific day if the student has a pre-planned appointment, with a specific college administrator that is verified in writing by the college.
- Any student with fifteen (15) or more absences due to a physical or mental condition, which confines the student to a home or a hospital, may be referred to the Homebound Program. If placed in the Homebound Program, attendance records become the responsibility of the Homebound Program.

II. RESPECT FOR PERSONS AND PROPERTY

Rights:

Students are recognized as individuals. Their rights include a safe, healthy, and drug-free environment.

Responsibilities:

Students should treat others, school property, and property of others with respect. Respectful behavior includes, but is not limited to, following school, classroom, and bus rules. Unacceptable behavior includes, but is not limited to, fighting, stealing, destroying property, and violating school rules.

Rule:

Students will treat others and their property with dignity and respect.

Disciplinary Action:

A student not respecting the right and property of others may be subject to disciplinary action allowed by School Board policy. Disciplinary action may range from counseling to expulsion.

III. RIGHT TO LEARN

Rights:

Students have a right to be in an environment conducive to learning and will have appropriate educational programs.

Responsibilities:

Students should come to school prepared to take advantage of all educational opportunities offered. Students should inform school personnel if they have a problem at home or at school that keeps them from doing their best.

Rule:

Students will participate in educational opportunities and complete classroom assignments and homework to the best of their abilities.

Disciplinary Action:

Students who fail to comply with the above stated rule may hinder their educational progress and be subject to other disciplinary procedures allowed by the local school-wide discipline plan.

IV. RIGHT OF ASSEMBLY

Rights:

Students may meet in an orderly manner on the school grounds or building(s) if proper authorization has been granted.

Responsibilities:

The meetings must be approved by the principal/designee and must not interfere with other planned activities.

Rule:

With proper school authorization, students may assemble in an orderly manner.

Disciplinary Action:

Unauthorized or disorderly meetings will be terminated immediately by the principal/designee, and violators may be subject to further administrative disciplinary action.

V. RIGHT OF PRIVACY

Rights:

1. Only authorized persons may have access to student records as governed by Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g. Regulations: 34 CFR Part 99.)
2. Students and their storage area, under the jurisdiction of the School Board, may be searched in cases of reasonable suspicion. Strip searching is prohibited. The use of metal detectors or specially trained animals is permissible.

Responsibilities:

1. Students, parents/guardians should give the school any information needed to work with the student.
2. Students should not bring prohibited items to school.

Rule:

Students will respect the privacy of others.

Disciplinary Action:

Prohibited items will be confiscated by school personnel and the students will be subject to disciplinary actions allowed by School Board policy.

VI. PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Rights:

All students will be a part of classroom instruction and other school activities for which they are qualified, without regards to their race, sex, religion, national origin, age, marital status, disability, or perceived disability.

Responsibilities:

Students should do their best in school or while participating in school activities. They should also be aware of the rights and responsibilities of others so as to make the school the best place of learning possible.

Rule:

Students who participate in or attend school activities will do so in a manner which promotes the objectives of the school and/or the activity.

Disciplinary Action:

Students who violate the above stated rule may be subject to disciplinary actions allowed by School Board policy.

VII. DRESS AND GROOMING

Rights:

Students have a right to dress comfortably.

Responsibilities:

Students have a responsibility to wear clothes that are not dangerous to their health or safety and to dress in a manner that is not disrupting to the educational process. Clothes worn should not advertise drugs, gangs, alcohol, tobacco, inappropriate language and/or sexual behavior.

Rule:

Student will dress and groom in such a way as to express personal preferences within the guidelines of the school dress code. Students are prohibited from wearing bandannas, dropped pants, low riding jeans, and shorts revealing the buttocks or underwear, short tops revealing the belly button, and inappropriate short dresses, shorts, or skirts. Middle and high school students are required to have shirts tucked in and pants are to be worn with a belt.

Elementary and Middle School Requirements:

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being and moral and character development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance as follows:

- 1) All students in elementary or middle school shall wear a school uniform while in attendance during the regular school day and on school sponsored field trips.
- 2) Colors shall be that of the official school colors and other colors as recommended by the School Advisory Committee and approved by the principal of the school.
- 3) Shirts/blouses must have a collar. T-shirts may be worn at the discretion of the individual school. Shirts must be tucked into pants.
- 4) Uniform style bottoms will be dark blue, black, tan (khaki). No sweat pants, overalls, or jeans will be allowed.
- 5) The legs of pants shall not extend below the heels of shoes.
- 6) Uniform knee-length shorts/skirts will be acceptable.
- 7) Sneakers and leather shoes are both acceptable, but must be black, or white with matching shoelaces.
- 8) Socks must be black, white, or other color as approved by the principal.

- 9) Boys and girls must wear belts if pants/shorts have belt loops. No sagging of pants will be allowed.
- 10) Outer garments for cold weather are permissible.

A student who transfers from one school to another in the county will be required to wear the “generic school uniform”, and will have 15 days to acquire the new school’s uniform.

The “generic uniform” shall consist of the following:

- A. Khaki or black pants, shorts, or skirt
- B. White collared shirt
- C. Dark or white leather shoes or sneakers with black, dark brown, or white socks

At the beginning of the school year, students will be required to conform to the uniform dress code within but no later than the first ten (10) school days. Likewise, students transferring into the district will have the first fifteen (15) days of school enrollment in order to conform to the uniform dress code.

Elementary/Middle School Disciplinary Action:

Any student enrolled in an elementary or middle school who reports to school improperly attired shall be disciplined as follows:

- A. First and second offense consequences are:
 - a. Notification of parent or guardian and require student to change into appropriate attire
- B. Third offense consequences are:
 - a. Notification of parent or guardian and require student to change in to appropriate attire and
 - b. One day of in-school suspension (if available) or three (3) days of after school detention.
- C. The fourth and subsequent offenses are considered to be willful disobedience that will result in further disciplinary action that may include additional days of in-school suspension, after school detention, or work detail.
- D. Any absence resulting from a violation of the uniform dress code will be excused.

High School Disciplinary Action:

Any student enrolled in a high school who violates the dress code may receive counseling and/or parent/guardian(s) will be contacted.

Clothing and/or other personal adornment that is so unusual or non-traditional that it attracts undue attention and distracts from the academic climate of the classroom cannot be allowed.

APPROPRIATE ATTIRE

- When young ladies wear shorts, skirts, and dresses, the length must be near their knees. This knee length is determined by the indentation of the tip of the student’s middle finger when placed against the student’s attire.
- Bound sleeveless shirts and/or dresses that cover the armpits may be worn.
- Shirts/blouses must cover the midriff at all times.
- Young men must wear belts or suspenders with their pants. Elastic waist band/draw strings are acceptable.
- Hats and hoods may be worn outside of the building only.
- Shirts and blouses that are designed to be worn inside will be tucked into the pants/skirts.
- Undergarment shirts need to be white or grey.

INAPPROPRIATE ATTIRE

- Tight-fitting stretchy pants, leotards, bicycle pants, or body gloves
- Blouses or shirts that are unbuttoned, see-through, halter tops, tank tops, or muscle shirts and dresses that are strapless, spaghetti strap, or sun dresses,

- Section cutout garments with holes
- Clothes that advertise gangs, alcoholic beverages, tobacco, drugs, suggestive or sexually explicit logos, or offensive racial slogans
- Headbands, bandannas, scarves, stocking/wave caps, or any other head gear
- Bare feet, bedroom slippers, flip-flops or beach shoes
- Hair combs, hair picks, or hair rollers
- Drop pants / saggy pants (F.S. 1006.07 and F.S. 1006.15)
- No hoodies allowed on campus.

* These dress code guidelines are subject to the interpretation of the administration, faculty, and staff. Any other type of clothing or garment that is distracting, immodest, or interferes with learning will not be allowed.

ALL STUDENTS (ELEMENTARY, MIDDLE AND HIGH) FOUND IN VIOLATION OF THE DRESS CODE WILL BE SUBJECTED TO THE FOLLOWING OPTIONS:

- For first offenders, the school is required to give the student a verbal warning, and the principal must call the student's parent or guardian;
- For second offenders, the student is ineligible to participate in extracurricular activities for up to 5 days, and the principal must meet with the parent or guardian;
- For the third or subsequent offenders, the extracurricular activity exclusion is extended to up to 30 days; the school must place the student in in-school suspension for up to 3 days, and the principal must both call and send written notice to a parent or guardian.

VIII. DISCRIMINATION/SEXUAL HARASSMENT

Rights:

Students have the right to attend school and learn in an environment free from discrimination and sexual harassment.

Responsibilities:

Students should report occurrences of discrimination or sexual harassment to the principal through the proper grievance procedures.

Rules:

No student shall on the basis of race, sex, religion, national origin, age, marital status, disability, or perceived disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination/sexual harassment under any educational program or activity.

Disciplinary Actions:

Students who violate the above-stated rule may be subject to disciplinary actions allowed by School Board policy.

IX. COUNSELING

Rights:

Students have the right:

1. To be informed as to the nature of the guidance services available in their school.
2. To have access to individual and group counseling.
3. To request a change of counselor as applicable.

4. Students have the right of confidentiality except in the following circumstances:
 - a. Reports of abuse or neglect,
 - b. Indication of harm to self/others.

Responsibilities:

Students have the responsibilities:

1. To use guidance services for their own educational and personal improvement.
2. To schedule appointments in advance unless the problem or concern is one of an emergency.
3. To work cooperatively with all school personnel.

Rule:

Students should participate appropriately in the counseling process.

Disciplinary Action:

Students who fail to participate appropriately in the counseling process may temporarily have their opportunities for counseling suspended, or other disciplinary measures may be taken.

X. FREE SPEECH AND PUBLICATION

Rights:

1. Students will be given the opportunity to participate freely in class discussions.
2. Students may, with the approval of the principal/designee, write and distribute non-commercial printed materials. This shall include freedom of the press for all student publications.
3. Students may decide whether or not to participate in symbolic (e.g. flag salute) or religious activities.
4. After receiving permission from the principal, students may display posters, notices, magazines, or articles.
5. Students participation in classroom instruction or other school activities may not be denied based on race, sex, religion, national origin, age, marital status, exceptionality, or perceived disability.

Responsibilities:

1. Students must use appropriate language when expressing their thoughts, concerns, and opinions.
2. Students must respect the principal's decision concerning the request to display printed material.
3. Students should respect others' rights, responsibilities, and opinions.

Rule:

The principal/designee will ensure that all printed materials distributed in the school reflect appropriate journalistic ethics and are not obscene or offensive by school and community standards.

Disciplinary Action:

The principal may discipline any student for infraction of the above stated rule.

XI. STUDENT GOVERNMENT

Rights:

Students have the following rights:

1. To form and operate a student government at their respective schools under the direction of a faculty advisor.
2. To have access to policies of the School Board and the individual school.
3. To seek office in student government, or any school organization, regardless of race, sex, religion, national origin, age, marital status, disability, or perceived disability.
4. To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

Responsibilities:

Students have the following responsibilities:

1. To elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
2. To become knowledgeable of School Board and individual school policies governing the actions of students.
3. To conduct election campaigns in a positive, mature manner, with all due respect provided their opponents.
4. To attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times.

Rule:

Students will use the democratic process to conduct student government operations.

Disciplinary Action:

The principal/designee may apply disciplinary procedures as appropriate.

XII. STUDENT RECORDS

Rights:

Students/Parents/guardians have the following rights:

1. Information contained in records that relates directly to the student may be inspected, reviewed, and challenged.
2. Personal identifiable information will be protected by legal provisions which prohibit its release to any person who is not legally authorized by the consent of the parent, guardian, or eligible student.

(An eligible student is one who is 18 years of age or over and/or one who attends a post-secondary institution.)

3. Parents/guardians will receive annual notification, written in their native language, stating that they may review their child's record.

Rules/Procedures Relating to Student Records:

Student Records: The principal of each school shall be responsible for all student records and will ensure that all state and federal rules are followed. The Superintendent will make all rules available to principals.

- I. Purposes. Rules cover all school records of all students.
- II. Definitions:
 - A. Education Records: Records required by law containing information about the student
 1. Category A - Permanent Information: student information that is required by law to be kept indefinitely.
 2. Category B - Temporary Information: student information that may be kept for a short time then discarded or changed
 - B. Child: a person who is under 18 years of age
 - C. Pupil/Student: a person who is enrolled in a school
 - D. Eligible Student: a person who is 18 years old or older and who is enrolled in one or more offered educational programs by the Gadsden County district (see section IV.)
- III. The Cumulative Record: The principal is responsible for all cumulative records. These records must be kept at school and may be relocated to other schools upon appropriate written request.
 - A. Content of Category A Records: Category A records contain the permanent report card and education records. These records are kept up to date and cannot be changed without the permission of the principal. The person making the change will initialize each change.
 1. Student's birth certificate name
 2. Birth date, place of birth, race, and sex
 3. Current address of the student
 4. Name of parent(s) or guardian(s)
 5. Name of last school attended
 6. Number of days present, absent
 7. Date enrolled, date withdrawn
 8. Classes/subjects taken, grades received
 9. Date of graduation or program completion
 - B. Content of Category B Records:
 1. Health information
 2. Information about the student's family
 3. Test scores
 4. School and vocational plans
 5. Honors and school activities

6. Reports of special classes required by law
7. List of schools attended
8. Driver education certificate
9. Letters from other groups
10. Written requests for permission to review the record
11. List of people who requested and received a copy of the record
12. Written information indicating any changes made in the record
13. Summary of state student assessment test results
14. Copies of exceptional student education placement reports as required by law.
15. Records of discipline, suspension, and expulsion
16. Records of counselors' and teachers' conferences with students
17. Free lunch applications, work experience interviews, and other records

IV. The following strategies may be used for an eligible student or parent/guardian to change or remove a portion of the student record:

- A. A written request must be submitted to the principal, clearly identifying the part of the record to be changed, and specifying why it is inaccurate or misleading.
- B. If the request is approved, the change or removal shall be made in writing and signed and dated by the eligible student or parent/guardian and a school official. The written agreement shall show only that the record has been corrected or a portion removed.
- C. If the District denies the request for the change of record, the District will notify the eligible student or parent/guardian of the decision, advising them of their right to a hearing. Information regarding the hearing procedures will be provided to the eligible student or parent/guardian.
- D. If a hearing is held and a decision is made to keep the record intact without the proposed change, the eligible student or parent/guardian may include a written statement in the record. The statement may indicate disagreement with the decision and state reasons for disagreement.

V. Procedures for Transfer of Education Records.

- A. Records shall be transferred immediately upon written request from an eligible student or parent/guardian or from a school to which a student has transferred. The principal or designee shall transfer all Category A and Category B information and shall keep a copy of Category A information.
- B. Records shall not be prohibited from transfer for unpaid fees or fines assessed by the school.
- C. For all Gadsden County schools, current records shall be passed to a middle or high school upon student promotion to that school. This transfer will occur automatically without request.
- D. If a school is closed by order of the School Board, student records shall be transferred to the school at which students will attend the following year. If students will not attend school the following year, the Superintendent shall decide where records will be kept.

Notification of Rights for Elementary and Secondary Schools

FERPA affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/guardians or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents/guardians have the following rights:

- a. They may review their child's school records.
 - b. They may give permission for others to review the records.
 - c. They may challenge information in the records.
 - d. Upon request they will receive a copy of this rule from the Superintendent's office.
4. Eligible students or parents/guardians of the student may review individual records. Copies of records may be obtained through written request to the principal or School Board contact person. All requests will be granted within 5 working days.
 5. An eligible student or parent/guardian may give permission for others to review letters or statements in the student's records. Permission must be in writing and signed by the eligible student or parent/guardian. Access by others to a student's record will be closed upon written request by the eligible student or parent/guardian.
 6. The fee for copying the school records shall be as provided by School Board Policy.
 7. Student records are located at the school/district office.
 8. Records that give personal information may not be released without an appropriate request, except to the following:
 - a. District and school administrators and supervisors
 - b. District and school personnel, their interns, and substitutes

- c. Administrative secretaries (as required for record keeping duties)
 - d. Gadsden County Health Department (health records only)
 - e. Florida Diagnostic and Learning Resource System personnel
 - f. Officials from a school to which a student has moved
 - g. State and federal officers, if records are needed to meet legal requirements, including judicial and law enforcement agencies as specified within signed interagency agreements.
 - h. Persons requiring information for the purpose of donating money for tuition and other related expenses
 - i. State and local people who collect data for factual reporting
 - j. Colleges/Universities needing information for the benefit of students
 - k. People who set standards for schools
 - l. Parents/guardians for tax reasons
 - m. To comply with a court order
 - n. Any person requiring information for health or safety emergencies
 - o. Persons needing information for student expulsion hearings
 - p. Educational researchers who will not publish personal identification, and who destroy the information at the end of the study
9. Parents/guardians eligible students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). Inquiries may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Responsibilities:

Students/Parents/guardians have the following responsibilities:

- 1. To inform the school of any information that may be useful in making appropriate educational decisions.
- 2. To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Rule:

Students and parents/guardians must comply with board policies related to student records.

Disciplinary Action:

Failure of students/parents/guardians to provide accurate information may result in inaccurate maintenance of student records and a delay in delivery of services in a timely manner. For additional information regarding student records, and procedures, see Appendix.

XIII. GRADES

Rights:

Students have the following rights:

- 1. To receive a teacher's grading criteria at the beginning of each year or semester course.
- 2. To receive reasonable notification of failure or potential failure at any time during the grading period when it is apparent unsatisfactory work is being performed.

3. To receive periodic academic reports which may include, but not be limited to, academic and/or conduct grades. A conduct grade may not affect an academic grade.

Responsibilities:

Students have the following responsibilities:

1. To become informed of the grading criteria and behavior standards.
2. To maintain standards of academic performance commensurate with ability.

Rules:

Students enrolled in the Gadsden County School District will comply with the provisions of the Student Progression Plan.

GENERAL DISCIPLINARY PROCEDURES

Students are under the authority of the principal/designee, teacher, or bus driver any time they are going to or from school, at school, or at any school activity. Law enforcement or other appropriate agencies may be notified by the principal/designee as deemed necessary. Law enforcement must be notified for battery, homicide, kidnapping and sexual battery.

I. PRESENCE OF PUPILS, WHEN AND WHERE AUTHORIZED

Students have permission to be on the school grounds during the regular school day and during special activities. The principal will use appropriate disciplinary procedures with any student who is found on campus without permission.

II. AUTHORITY OF THE TEACHER

- A. The principal gives to the teacher authority to control students while on school campus or at any school event.
- B. Florida Statutes 1003.32 authorizes the teacher to remove from class, students with abusive, disruptive, or unruly behavior. According to the statute, 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. 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.

III. OFFENSES

- A. Students shall not be subject to discipline which is verbally abusive, severe, or humiliating. Discipline shall not consist of the denial of breakfast, lunch, or toileting.
- B. The principal may discipline any student for, including but not limited to, the following misbehaviors:
 1. disobeying or threatening any school personnel
 2. profanity; offensive gestures

3. destroying property
 4. disturbing school functions (FS 1006.145)
 5. leaving school without proper permission
 6. excessive tardies and/or unexcused absences from school
 7. breaking school rules
 8. serious misconduct
 9. sexual harassment
 10. multiple offenses
 11. fighting (to include instigating a fight)
 12. usage of wireless communication devices and all other electronic devices (such as pagers, cellular phones, iPods, MP3 players)
 13. possession of weapons and/or any firearm, to include imitation firearm
 14. possession or use of alcohol, tobacco, or other drugs
- C. Serious misconduct or multiple offenses may result in expulsion of the student by the School Board.
- D. When a non-English-proficient student and/or parent/guardian(s) are involved in any disciplinary procedure, an interpreter will participate in the process.
- E. When a student is guilty of any act or threat of violence to any school personnel on campus or at a school activity, the principal may discipline the student by suspension and/or request that the School Board expel the student.
- F. School personnel should use the disciplinary method commensurate with the offense. The discipline will be fair and will be given to each student on an individual basis. Before the student is disciplined, the student has the right to tell his/her side of the story and he/she should be told why he/she is receiving the punishment.
- G. If a student is to be suspended, he/she will be told why before being suspended and will also get an explanation of the evidence and a chance to tell his/her side. Every effort will be made to notify the parent/guardian(s) as soon as possible. A principal may suspend for five days. If the suspension is for more than five days, or if the student is recommended for expulsion, a hearing will be held. If the student is a danger to other students or constantly keeps others from learning, he/she may be immediately removed from class and/or school. Only the School Board can expel a student. (See VIII A-B.) When a student is suspended, privileges to participate in extra-curricular activities will be revoked.
- H. All disciplinary referrals will be maintained in the district's student database.

IV. DEFERRED PUNISHMENT FOR OFFENSES

Disciplinary action for offenses occurring near the end of the school year may be carried over to the next school term.

BULLYING AND HARASSMENT – GADSDEN SCHOOL BOARD POLICY #5.321

The Gadsden County School Board prohibits acts of bullying and harassment. The School Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior,

treating others with civility and respect, and refusing to tolerate bullying or harassment is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

1. **Statement Prohibiting Bullying and Harassment**
 - A. It is the policy of the Gadsden 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. The District will not tolerate bullying and harassment of any kind. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
 - B. The District upholds that bullying or harassment of any student or school employee is prohibited:
 1. During any education program or activity conducted by a public K- 12 educational institution;
 2. During any school-related or school-sponsored program or activity;
 3. On a school bus of a public K-12 educational institution; or
 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution.
2. **Definitions**
 - A. **Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students, or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
 1. Unwanted teasing;
 2. Social Exclusion;
 3. Threatening;
 4. Intimidation;
 5. Stalking;
 6. Cyberstalking;
 7. Cyberbullying;
 8. Physical violence;
 9. Theft;
 10. Sexual, religious, or racial harassment;
 11. Public humiliation;
 12. Rumor or spreading falsehoods; or
 13. Destruction of school or personal property.
 - B. **Harassment** means any threatening, insulting or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:
 1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
 3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
 4. Has the effect of substantially disrupting the orderly operation of a school.
 - C. **Cyberstalking** is defined in F. S. 784.084(d) means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use

of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

D. **Cyberbullying** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook), chat rooms, and instant messaging.

E. **Bullying, Harassment, and/or Cyberbullying** also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
3. Unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District. For Federal requirements when these acts are against Federally identified protected categories, refer to Policy 4001.1.

F. **Accused** is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

G. **Complainant** is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other

3. Behavior Standards

A. The Gadsden County School District expects students and adults to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with proper regard to the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

C. The School District prohibits the bullying of any student or school employee:

- a. During any educational program or activity conducted by Gadsden County Schools District;
- b. during any school-related or school-sponsored program or activity or on a Gadsden County school bus;
- c. Through the use of any electronic device or data while on school grounds or on a Gadsden County school bus, computer software that is accessed through a computer, computer system, or computer network of the Gadsden County School Board. The physical location or time of

access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.

- d. Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a Gadsden County school bus.
 - e. While the District does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer. The principal/designee shall use all District Reporting Systems to log all reports and interventions.
- D. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (the school's Discipline Plan).
 - E. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct: Respect for Persons and Property.
 - F. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct and this Policy.

4. Stakeholder Responsibilities

- A. By August 2009, each school principal shall create a School Safety team and designate one of its members as a School Safety Liaison and contact who shall serve on a district School Safety team that address acts of violence and school safety. The district's Safety Investigation's Officer will be head the School Safety Team. At minimum, school teams should include staff members from administration, guidance, and instruction. These persons will serve as the key school based personnel who will receive prevention/safety training and assist in the dissemination of prevention/safety procedures, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare of students and staff.
- B. The Academic Services' Office, in collaboration with other District departments, will collaborate with school based staff members, families, and community stakeholders to utilize this Policy and associated procedures to promote academic success, enhance resiliency, build developmental assets, and promote protective factors within each school by ensuring that each and every staff member and student is trained on violence prevention. These trainings will work to create a climate within each school and within the District that fosters the safety and respect of children and the belief that adults are there to protect and help them. Additionally, students and staff (including but not limited to school based employees, administrators, district personnel, counseling staff, bus drivers) will be given the skills, training, and tools needed to create the foundation for preventing, identifying, investigating, and intervening when issues of bullying arise.
- C. The Parent Services' Office, in collaboration with other District departments, will train a wide range of community stakeholders, profit, non-profit, School Resource Officers, and faith based agencies to provide the dissemination and support of violence prevention curriculums to students, their families and school staff. This collaboration will make effective use of available school district and community resources while ensuring seamless service delivery in which each and every school and student receives an equitable foundation of violence prevention.
- D. The District School Safety Team will serve as the coordinators and trainers of prevention/safety for all school staff and outside agencies/community partners. The District Safety Team will receive training in violence prevention programs. These team will ensure that these programs are evidence-based and proven. The team will be responsible for implementing the evidence-based interventions and proven programs within each of their schools.
- E. The Parent Services' Office, in collaboration with other District departments, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The District will offer parents and parent associations' trainings on violence prevention as well as

knowledge of and/or opportunity to participate in any violence prevention initiatives currently taking place in their school via the district and school websites, open houses, and school newsletters. Training will provide resources and support for parents by linking them with internal supports as well as referral to community-based resources as needed.

- F. Evaluations to determine the effectiveness and efficiency of the services being provided will be conducted at least every three years and shall include data-based outcomes.
- G. The Superintendent, other district administrators, as well as school principals, will be held accountable for implementation of these student support services consistent with the standards of this policy. These administrators will take steps to assure that student support services are fully integrated with their instructional components at each school as well as in policy and practice.

V. Training for all Stakeholders

- At the beginning of each school year, the school principal/designee and or appropriate area/district administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbooks, the school website, and/or through other reasonable means.

VI. Consequences

A. Committing an act of bullying or harassment

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, gross acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.
3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

C. Reporting an Act of Bullying or Harassment

1. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
2. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

3. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
 4. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
 5. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
 6. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
 7. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
 8. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
 9. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- D. Investigation of a Report of Bullying or Harassment
1. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act.
 2. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
 3. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
 4. The investigator shall collect and evaluate the facts including but not limited to:
 - i. Description of incident(s) including nature of the behavior;
 - ii. Context in which the alleged incident(s) occurred;
 - iii. How often the conduct occurred;
 - iv. Whether there were past incidents or past continuing patterns of behavior;
 - v. The relationship between the parties involved;
 - vi. The characteristics of parties involved, *i.e.*, grade, age;
 - vii. The identity and number of individuals who participated in bullying or harassing behavior;
 - viii. Where the alleged incident(s) occurred;
 - ix. Whether the conduct adversely affected the student's education, educational environment or mental well-being;
 - x. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - xi. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
 5. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include but not limited to:
 - i. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 - ii. A written final report to the principal.
 6. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
 7. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.

- E. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
1. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
 2. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
 - i. If it is within the scope of the District, a thorough investigation shall be conducted.
 - ii. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 - iii. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
- F. Notification to Parents/Guardians of Incidents of Bullying or Harassment
1. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
 - i. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 - ii. If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”
 2. Immediate notification to the parents/legal guardians of the perpetrator of an act of bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 3. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.
- G. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling
- When bullying or harassment is suspected or when a bullying incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.
1. The teacher or parent/legal guardian may request informal consultation with school staff, *e.g.*, school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
 2. School personnel or the parent/legal guardian may refer a student to the school intervention team for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.

3. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
 4. The intervention team may recommend
 - i. Counseling and support to address the needs of the victims of bullying or harassment;
 - ii. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
 - iii. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.
- H. Reporting Incidents of Bullying and Harassment
1. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
 2. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related as a related element code.
 - i. Bullying and/or harassment incidents shall be reported and coded appropriately in SESIR using the relevant incident code and the bullying-related code as indicated in the *Code of Student Conduct*.
 3. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
 4. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department of Education.
- I. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment
1. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses, other nonteaching staff such as bus drivers, custodians, cafeteria workers, school librarians, parents/legal guardians, and students.
 2. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying in schools.
- J. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect the Victim
- The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- K. Publicizing the Policy
1. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

2. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
3. The Superintendent shall also make all contractors contracting with the District aware of this policy.
4. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students.
5. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.
- 6.

Disclaimer: The Gadsden County School District prohibits bullying & harassment of any kind; if you know, heard, and/or witness any infraction, Please fill out a form from the district's website or any school in Gadsden's County. You may remain anonymous, if you desire.

**PROCEDURES FOR THE DISCIPLINE OF
STUDENTS WITH DISABILITIES**
(as defined under Section 504 Rehab Act 1973, ADA & IDEA)

6A-6.03312. Discipline Procedures for Students with Disabilities

For students with disabilities whose behavior impedes their learning or the learning of others, strategies, including positive behavioral interventions and supports to address that behavior must be considered in the development of their **individual educational plans (IEPs)**. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements and procedures in this rule, is appropriate for a student with a disability who violates a code of student conduct.

**PROCEDURES FOR THE DISCIPLINE
OF K-12 STUDENTS INCLUDING PREKINDERGARTEN**

The use of corporal punishment, humiliation, total or extended isolation, and/or withholding of food is prohibited as a form of discipline for prekindergarten students. (ACYF/HS 4.02;45 CFR 1304). When necessary, additional assistance will be acquired to provide for the needs of individual children.

Definitions specific to this policy:

Corporal Punishment - Paddling, slapping, pulling of hair, pinching, or any other means of causing bodily harm.

Denial of Participation in Extracurricular Activities - Denying a child the opportunity to participate in out-of-class activities such as field trips or parties. When necessary, additional assistance will be acquired to provide for the needs of individual children.

Extended Isolation in the Classroom - Denying a child the opportunity to participate in classroom activities for an unreasonable period of time. (e.g. long periods in time out).

Humiliation - Using derogatory remarks when referring to a child, name calling, or any other action that could lower the pride, dignity, or self-respect of a student.

Withholding of Food - Denying a child food that is provided to his/her peers such as dessert, snack, party foods, etc.

Total Isolation - Placing a child out of view of a responsible adult.

Suspension- The temporary removal of a child from his regular school program or the school bus.

Expulsion - The removal of the right and obligation of a child to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

Suspension and/or expulsion are NOT RECOMMENDED in disciplining prekindergarten children. These procedures should only be used for the safety, health, or welfare of any student, teacher, or staff member.

If a child's problem behavior is extensive or has escalated over a period of time, this may be an indicator of a physical or emotional problem and a referral to the prekindergarten office and the student study team may be needed.

DISCIPLINARY PROCEDURES GRADES K-12

Disclaimer: The principal has authority, within Florida Statutes, to increase consequences based upon the severity of the infraction.

Discipline Guidelines and Procedures

CLASS I	MINOR OFFENSES
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*Document All Actions Taken in Class I on the Classroom Behavior Management Form

- Chewing gum, eating food, or drinking beverages during class
- Being unprepared for class/no materials
- Arriving late to class (up to 5 minutes)
- Refusing to do classroom work
- Sleeping in class
- Using offensive language in general conversation with peers
- Disrupting the classroom (talking out loud, getting out of seat, laughing or talking at inappropriate times)
- Displaying intimate affection in public
- Possessing inappropriate items, (toys, games, tape players,)
- Disrupting the class by any other minor offense

Actions To Be Taken By Teachers

1st Offense

- Contact the parent/guardian. **[required]**
- Hold a teacher/student conference with documentation [**complete applicable section of Classroom Behavior Management Form (CBM)**].
- Collect inappropriate items from the student and return them at end of the day or when a parent/guardian collects them.

2nd Offense

- Use creative teacher interventions (may include behavior improvement plan, disciplinary work, etc.).
- Refer the student to the homeroom teacher (If student is an athlete, refer to coaches)
- Hold formal teacher-student conference and contact the parent/guardian. (**complete applicable section of CBM**)
- Refer the student to the team leader or designee, if applicable.
- Refer the student to the Guidance Counselor/Resource person/Student Study Team.
- Arrange peer mediation for the student.

3rd Offense

- Contact the parent/guardian. **[required]**

- Render a verbal reprimand.
- Provide notification of the consequences of the next offense.
- Arrange peer mediation for the student.
- Refer the student to the team leader or designee.
- Refer the student to a Guidance Counselor.

4th Offense

ACTIONS TO BE TAKEN BY ADMINISTRATORS

- Contact the parent/guardian. **[required]**
- Refer the student to an Administrator for disciplinary action/parent/guardian contact
- Suspend the student from home-based school activities for 2 weeks.
- Assign the student to after-school detention - 2 Days
- Assign work detail to the student.
- Assign the student to in-school suspension (ISS) for 3 to 5 days/parent/guardian contact.

Disclaimer: The principal has authority, within Florida Statutes, to increase consequences based upon the severity of the infraction.

CLASS II	INTERMEDIATE OFFENSES
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- Repeating classroom disruptions
- Failing to serve detention or other disciplinary interventions
- Instigating conflicts by spreading rumors, false statements, accusations, threats and other statements that tend to escalate situations or incite chaos
- Throwing food or drinks in cafeteria
- Loitering in an unauthorized location
- Using obscene or profane language or gestures
- Possessing or using tobacco products
- Cheating, plagiarism, abuse of technology, or forgery
- Skipping class/Leaving class (Skipping class is also considered arriving to class after 5 minutes.)
- Throwing or propelling objects or spitting
- Intimidating or harassing another student
- Dressing in opposition to the dress code
- Repeating Class I offenses
- Unauthorized usage of electronic devices
- Drop Pants / Saggy Pants (reference page 12)
- Student use of cell telephones/wireless communication devices
 Personal cell telephones may be brought to school with the following conditions:
 - a. Phones must be turned off and kept out of sight during school hours and while riding on the school buses or using school transportation at any time.
 - b. If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's telephone.
 - c. Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) The school is not responsible for lost or stolen phones or any other electronic device.

Actions To Be Taken By Administrators

- An administrator calls the parent/guardian. **[required]**
- An administrator will assign In-school suspension (ISS) for specified number of days.
- An administrator will assign 3 - 5 days out-of-school suspension (OSS) /parent/guardian contact.
- An administrator will assign 5 days OSS [school level hearing/ parent/guardian conference]
- An administrator will provide a hearing with the option to give OSS of 5 more days.
- The School Resource Officer will issue a citation.
- An administrator will provide peer mediation for the student.

- An administrator will involve the Guidance Counselors in fact-finding and counseling of students.
- Drop pants / saggy pants: verbal warning; ineligibility to participate in extracurricular activities; in-school suspension

Disclaimer: The principal has authority, within Florida Statutes, to increase consequences based upon the severity of the infraction.

CLASS III	GROUP A	MAJOR OFFENSES
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- Defying a school district employee (an attitude or action designed to provoke a confrontation)
- Defacing school property/malicious mischief
- Inciting or participating in riotous behavior
- Obstructing school employees from their duty (preventing fight breakups, etc.)
- Possessing merchandise stolen on school campus
- Trespassing
- Using school property without authorization (computers, A/V or PE equipment)
- Exhibiting lewd and lascivious behavior
- Possessing obscene literature or objects
- Stealing
- Repeating Class II offenses
- leaving school campus without permission
- under the influence of alcohol and/or drugs

Actions To Be Taken By Administrators

1st Offense

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral and administrator confers with the student.
- An administrator assigns 3-5 days out of school suspension.
- An administrator warns the student and parents/guardians of the consequence of the second offense.
- Guidance Counselors assist with fact finding and counseling of students.
- The student/parent/guardian makes restitution
- The Resource Officer administers a civil citation.
- A law enforcement officer is called to give assistance.

2nd Offense

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out of school suspension and conducts a hearing.
- An administrator warns the student and parent/guardian of the consequences of the third offense.
- An administrator informs the student and parent/guardian that all subsequent referrals will result in recommendation for alternative placement and/or expulsion.
- The student/parent/guardian makes restitution.
- The Resource Officer administers a civil citation.
- A law enforcement officer is called to give assistance.

Disclaimer: The principal has authority, within Florida Statutes, to increase consequences based upon the severity of the infraction.

CLASS III	GROUP B	MAJOR OFFENSES
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- Fighting (involvement in physical confrontation in which the participant either initiated the fight or failed to take advantage of an opportunity to avoid escalation of the incident that led to the fight)
- Creating a hostile environment that includes harassing, physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities. This includes all forms of sexual, racial, national origin, disability or other forms of discrimination or harassment prohibited by school board policies
- Threatening, harassing or intimidating a school district employee/adult
- Bullying & Harassment that is systematic in gesture or written, verbal, graphic, or physical acts. Also, a repeated behavior that has been already addressed.

Actions To Be Taken By Administrators

1st Offense

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out-of-school suspension.
- Guidance Counselors assist in fact finding and counseling of student.
- An administrator reads the second offense consequences to the students and parent/guardian.
- An administrator provides peer mediation.

2nd Offense

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out-of-school suspension with a hearing for possible alternative placement and/or expulsion considerations.

Disclaimer: The principal has authority, within Florida Statutes, to increase consequences based upon the severity of the infraction.

CLASS III	GROUP C	MAJOR OFFENSES
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ZERO TOLERANCE OFFENSES

**REFER TO THE GADSDEN COUNTY SCHOOL BOARD CODE OF STUDENT CONDUCT.
Florida Statue: 1006.13 - Zero Tolerance Policy**

1. The Gadsden County School Board has a zero tolerance policy for:
 - (a) Crime and substance abuse, including the reporting of delinquent acts and crimes occurring whenever and wherever students are under the jurisdiction of the district school board.
 - (b) Victimization of students, including taking all steps necessary to protect the victim of any violent crime from any further victimization.

2. The zero tolerance policy requires students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system. (See definition of expulsion.)
 - (a) Bringing a firearm, or weapon (as defined in House Bill 7029) to school, to any school function, or possessing a firearm, at school. (to include the possession, use, or sell of a firearm, or explosive on campus, at a school activity, or on school sponsored transportation, including designated bus stops, or

- (b) Making a threat or false report (as defined by subsection 790.162 and 790.163) respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity, bring, possess, use, or sell a firearm, imitation firearm, or explosive on campus

The Gadsden County School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student with a disability, the district school board shall comply with applicable State Board of Education rules.

Offenses Prohibited

1. The Gadsden County School Board's zero tolerance for students that have been found to have committed any of the offenses listed below on school property, school sponsored transportation, including designated bus stops, or during a school sponsored activity. These students will be referred to the School Board for expulsion.
 - a. homicide (murder, manslaughter) – law enforcement must be notified
 - b. sexual battery – law enforcement must be notified
 - c. armed robbery
 - d. aggravated battery – law enforcement must be notified
 - e. assault, battery or aggravated battery on a teacher or other school personnel
 - f. kidnapping or abduction – law enforcement must be notified
 - g. arson
 - h. possession, use, or sale of any firearm
 - i. display, use, threaten, or attempt to use any firearm
 - j. possession, use, or sale of any explosive device
 - k. possession, use, or sale of drugs or alcohol
 - l. threat or false report involving a school or school personnel's property, school transportation, or a school sponsored activity.
 - m. bomb threat
 - n. possession, use of hazardous chemical or substances material

(The above terms are defined in the glossary.)

2. Any student charged with an assault or battery on any employee of the School Board shall be removed from the classroom immediately and placed in an alternative school setting pending disposition. After an investigation, if the student is found guilty of this offense and in violation of F.S. 784.081, he/she shall be expelled or placed in an alternative school setting (F.S. 1006.13(4)).
3. **All incidents involving firearms, explosives, unlawful possession, use or sale of controlled substances, including alcohol, and offenses listed in 1 above will be referred immediately to law enforcement.**
4. In the case of a physical altercation (fight) between two or more students on campus, school bus, or at any school sponsored activity, and where it is determined by the principal/designee that one or more of the students was/were the aggressor(s), and the remainder was/were the defender(s), the aggressive behavior of the student(s) shall be considered a zero-tolerance offense for which the student(s) will be subject to expulsion procedures as outlined in the Code of Student Conduct and the Fight Intervention Program.

5. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.

WEAPONS PROHIBITED

1. Students must not bring or possess weapons on campus, at any school activity, or on school-sponsored transportation, including designated bus stops. For use in this policy, weapons shall include but not be limited to the following: air rifle, BB or pellet gun, rifle, shot gun, zip gun, stun gun, pistol, ammunition or explosive device (no matter how limited), incendiary device, ice pick, knife, box cutter, pocket knife, machete, hypodermic needle(s), laser pointer, brass knuckles, club, nunchakus, razor blade, self-defense sprays (such as mace or pepper gas), sling shot, spear, sword, or any item used with intent to cause bodily harm to another individual.
2. The principal or designee will immediately contain/remove the student from the class or school campus and investigate the alleged offense. After the investigation has been completed, the principal may complete procedures for suspension for up to five days.
3. The use and/or possession of a weapon other than a firearm, imitation firearm, or explosive device will result in suspension, expulsion, or other disciplinary action.
4. All incidents involving weapons will be referred to law enforcement. Willful and knowing possession of these weapons (listed in A above) may be a misdemeanor or third degree felony.
5. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.
6. Pursuant to Florida House Bill 7029, simulating a firearm or weapon or wearing clothing or accessories that depict a firearm or weapon or expressing an opinion regarding a right guaranteed by the Second Amendment of the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. Simulating a firearm or weapon while playing includes, but is not limited to:
 - Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon
 - Possessing a toy firearm or weapon that is 2 inches or less in overall length
 - Possessing a toy firearm or weapon made of plastic snap-together building blocks
 - Using a finger or hand to simulate a firearm or weapon
 - Vocalizing an imaginary firearm or weapon
 - Drawing a picture, or possessing an image of a firearm or weapon
 - Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of the consequences imposed on the student must be proportionate to the severity of the infraction and consistent with school board policies for similar infractions.

Disciplinary action resulting from a student's clothing or accessories must be determined pursuant to the school district's dress code unless the wearing of such clothing or accessories causes a substantial disruption of student learning, in which case the infraction may be addressed in a manner consistent with district school board policies for similar infractions.

CERTAIN DRUGS PROHIBITED

1. The use, distribution, sale and/or unlawful possession of mood modifiers, synthetic drugs, controlled substances or alcohol on campus, at school activities, or on school-sponsored transportation, including designated bus stops, is strictly prohibited. If, after an investigation, a student has been determined to be in violation of this section, he or she will be referred to the School Board for expulsion.
2. **All incidents involving unlawful possession, use or sale of controlled substances, including alcohol, will be reported to law enforcement.**
3. With written parent/guardian permission, using Form GCSB 893, a prescribed or nonprescribed medication may be given to a student by authorized school personnel. (See School Board rule 5.62.)
4. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.

PROCEDURES FOR STUDENT TRANSFER-FELONY CHARGES

1. Section 1006.09, Florida Statutes provides for the transfer to an alternative program of a student enrolled at school who:
 - a. has been formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a prosecuting attorney; and
 - b. the incident for which he/she has been charged occurred on other than school property, and
 - c. under circumstances in which the student would not already be subject to the rules and regulations of the Gadsden County Schools; and
 - d. the incident would have an adverse impact on the educational program, discipline or welfare of the school in which the student is enrolled.
2. If the principal proposes a felony transfer, he/she will, in accordance with Section 1006.09(2), Florida Statutes, conduct an administrative hearing for the purpose of determining whether or not the student should be assigned to an alternative program pending determination of his/her guilt or innocence, or the dismissal of the charge, by a court of competent jurisdiction. The following procedures shall be followed if the principal proposes a felony transfer.
 - a. Upon receiving proper notice that a student has been formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, the principal shall notify the parent/guardian of the student, in writing of the specific charges against the student and of the right to a hearing.
 - b. Such notice shall set a date for the hearing which shall not be less than two (2) school days nor more than five (5) school days from date of postmark or delivery. It shall also advise the parent/guardian of the conditions under which a waiver of discipline may be granted.* A hearing can be held without the attendance of the parent/guardian after proper notification.

***Waiver of Discipline:**
Any pupil who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under chapter F.S. 893, may request a waiver of the discipline code:

 - i. If the pupil divulges information leading to the arrest and conviction of the person who supplied such controlled substance to him/her, or if the pupil voluntarily discloses his/her unlawful possession of such controlled substance prior to his/her arrest. Any information divulged which leads to such arrest and conviction is not admissible in evidence in a subsequent criminal trial against the pupil divulging such information, or
 - ii. If the pupil commits himself/herself, or is referred by the court in lieu of sentence, to a state licensed drug abuse program and successfully completes the program. Florida Statutes 1006.09.
3. The hearing shall be conducted by the principal, or designee, and may be attended by the student, the parent/guardian, the student's representative or counsel, and any witnesses requested by the student or the principal.
4. The student may speak in his/her own defense, may present any evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify.
5. In conducting the hearing, the principal/designee shall not be bound by rules of evidence or any other courtroom procedure and no transcript of testimony shall be required.

6. Following the hearing, the principal shall provide the student and parent/guardian with a decision, in writing, as to whether or not student transfer for felony charges will be made, and if so, the effective date of such transfer. In arriving at this decision, the principal shall consider the conditions under which a waiver of discipline may be granted, and may grant such a waiver when she/he determines such action to be in the best interests of the school and the student.
7. If the court determines that the pupil did commit the felony or delinquent act which would have been a felony if committed by an adult, the principal may recommend that the student be expelled. This expulsion, however, shall not affect the delivery of educational services to the pupil in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. (F.S. 1006.09)
7. If a student is convicted or is found to have committed, a felony or a delinquent act, which would be a felony if committed by an adult, regardless of whether adjudication is withheld, participation in interscholastic, athletic, and extra-curricular activities will be withheld.
8. Pursuant to Florida law pertaining to a lawful arrest, if a student commits a delinquent act or violation of law which would be a felony if committed by an adult or involves a crime of violence, after the arresting authority notifies the district school superintendent, or the superintendent's designee, the information must be released within 48 hours after receipt to appropriate school personnel, including the principal of the child's school, or as otherwise provided by law. The principal must immediately notify all the child's assigned classroom teachers.

SUSPENSION/EXPULSION

Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school sponsored activities, except as authorized by the principal or principal's designee for a period not to exceed ten (10) school days. F.S. 1003.01 During the suspension, the student is remanded to the custody of the parent/guardian with specific homework assignments for the student to complete.

Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the School Board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

1. The principal must follow all procedures for suspensions/expulsions. Only the School Board can expel students.
2. If a student is suspended or expelled from school, the student will not be allowed to attend any other school or school activity in the district until the time of suspension or expulsion has ended, or the School Board or the Superintendent has assigned an alternative setting. Failure to adhere to this rule could result in the extension of the suspension/expulsion and/or arrest.
3. Computerized records must be kept on all disciplinary actions that involve suspension/expulsion, and alternative placement.
4. The following are procedures for suspension:
 - a. Before suspending a student, the principal/designee will investigate the alleged offense, giving the student a chance to tell his/her side of the story and obtain written statements from witnesses, if appropriate.
 - b. When a student is suspended from school, an immediate attempt will be made to contact the parent/guardian(s). The student, the parents/guardians, and the Superintendent will be sent written notice (suspension form) within twenty-four hours.
 - c. The suspension by the principal may not be for more than ten days. No student will be suspended for more than five days without a school hearing which will adhere to the following procedures:

- i. A suspension form will be completed giving the date for the hearing (usually on the third or fourth day of the suspension), and it will also include the time, place, and the purpose for the hearing.
 - ii. The hearing will be video and/or audio taped.
 - iii. The student may bring witnesses to speak for him/her, ask other witnesses questions, and tell his/her side of the story.
 - iv. This hearing should include the student and his/her parent/guardian(s) and may also include teachers, administrators, guidance counselors, school psychologists, and/or others as appropriate.
 - v. Decisions will be based on the information presented.
 - vi. At the end of the hearing, the principal will tell the student and the parent/guardian(s) verbally and later in writing what he/she has decided to do about the misbehavior. The Principal may extend the suspension up to 10 days.
5. The following are procedures for an expellable offense:
- a. When a student commits an expellable offense (see Zero Tolerance Policy), the Principal/Designee investigates. If after the investigation it is deemed necessary to continue the expulsion process, the Principal/Designee notifies:
 - i. parent/guardian of suspension and sets a hearing date (hand delivered)
 - ii. the District Office
 - iii. ESE, ESOL and School Psychologist (if appropriate)
 - b. At the school hearing the following will be present:
 - i. student
 - ii. parent/guardian
 - iii. school personnel
 - iv. district personnel
 - v. witnesses
 - vi. other appropriate personnel
 - c. The following guidelines will be adhered to at the school hearing:
 - i. The Principal/Designee will chair the hearing.
 - ii. All information discussed will be recorded.
 - iii. Everyone involved in the incident may give his/her side of the story.
 - iv. All pertinent information will be discussed including the student's discipline, attendance, and academic records and other significant information such as police and witness reports.
 - v. The recommendations of the Principal/Designee may also include, but not be limited to, alternative programs, counseling, community service, drug and rehabilitative treatment centers, extended suspension, and expulsion.
 - vi. If expulsion is recommended to the Superintendent, the suspension is extended for a total of 10 days. The parent/guardian is notified of the date of the School Board Meeting.
 - vii. The parent/guardian has the right to request a School Board Hearing prior to the School Board Meeting.
 - d. If the Superintendent concurs with the Principal's decision, he will make a recommendation to the School Board. If the Superintendent does not agree with the expulsion recommendation, the student will be allowed to return to school.
 - e. All recommendations for expulsion are placed on the School Board agenda for final action. The Superintendent will give to the Board, prior to the School Board meeting, background information on the student. The Board will act upon the recommendation of the Superintendent. The principal

making the recommendation for expulsion must be present when the case goes before the School Board .

CORPORAL PUNISHMENT

Corporal punishment is prohibited.

REASONABLE FORCE

Florida Statute 1003.32(1) authorizes teachers and other instructional personnel to use reasonable force to protect himself/herself or others from injury. The Department of Education has defined reasonable force as, "appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment." The Department of Education has clarified that school personnel do have the right and the authority to protect against conditions harmful to learning, self, and others. Note: Florida Statute 1006.11(2) further provides that a principal, teacher, other staff members, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, and expulsion of students, except in the case of excessive force or cruel & unusual punishment.

COLLECTION OF EVIDENCE / SEARCH AND SEIZURE

The right of students as citizens to be free from unreasonable search shall be preserved in the schools. However, the principal or designee has the right to collect evidence as necessary to provide for the safe and orderly operation of the school and all of its functions. These may include, but not be limited to, the following measures:

1. General Search: In all cases of search the responsible school officials shall maintain an accurate written summary of the events surrounding the search incident.
2. Lockers: Lockers remain the property of the school and are provided to students without charge. The rights of personal property, however, as well as the rights of the school, must be afforded consideration. The school principal or his designee is authorized to open lockers in the presence of another witness and to examine their contents to include personal belongings of students when such person has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of any student or include property stolen from the school personnel or other students. This policy does not preclude administrators from being able to randomly search lockers. Appropriate notices will be posted to this effect.
3. Personal Search: With reasonable suspicion, the administrator/designee may conduct a personal search of a student. Personal search may include: emptying of pockets, removal of shoes and socks, and removal of jacket. **FRISKING AND STRIP SEARCHES ARE PROHIBITED.**
4. Use of Metal Detectors: As part of an overall plan to protect the health, welfare, safety, and lives of students, faculty, staff, and visitors to the public schools, and to enforce provisions of the Code of Student Conduct, metal detectors may be used to scan and screen for firearms, imitation firearms, and other weapons which have no place in public schools due to the fact that they are life threatening, cause bodily harm, and have adverse and disruptive effects on the educational process.
5. Search of Vehicles: Any motor vehicle parked on school property may be searched by the site administrator or designee with reasonable suspicion. Appropriate notices will be posted to this effect.

6. Use of Video Cameras: For the health, welfare, and safety of students, faculty, and staff, video cameras may be used on school buses and in school facilities as appropriate.
7. Drug-Sniffing Dog: In searching for illegal objects or substances in students' lockers or other school areas, a trained drug-sniffing dog may be used. The search procedure shall consist of the following:
 - a. Contact the Superintendent or his designee for approval.
 - b. The search will be conducted to avoid contact between students and the dog.
 - c. Contact the local law enforcement office and obtain a certified officer and a certified drug-sniffing dog, if drugs are suspected.

DRAFT

**CLASSROOM BEHAVIOR MANAGEMENT FORM FOR
MINOR OFFENSES IN K-12 SCHOOLS**

STUDENT _____ I.D. _____ DATE _____
 TEACHER _____ SUBJECT _____ PERIOD _____
 CIRCLE IF APPLICABLE TO STUDENT: ESE _____ ESOL _____

The above student's behavior has been disruptive to the class and inhibits my ability to teach. Specifically, the problem is:

As the classroom teacher, I have taken the following steps to correct the problem:

1st Offense: An **AFTER-CLASS DISCUSSION** was held on _____ with the student regarding the above problem. The student's reaction to the problem and my suggestions for improvement were:

_____ Favorable _____ Unfavorable _____ No reaction

_____ Teacher Signature

_____ Student Signature

2nd Offense: A **FORMAL TEACHER/STUDENT CONFERENCE** was held on _____ at _____ (DATE) _____ (TIME).

The problem was again discussed, and the student was warned that further misbehavior would result in a referral to the office. The student's reaction to my suggestions for improvement were:

_____ Favorable _____ Unfavorable _____ No reaction

PARENT/GUARDIAN PHONE CONTACT

(Name and No.) _____ was called on _____. The parent/guardian was advised of the problems and the steps taken thus far by me to remedy the problem. The parent/guardian's support was requested. Parent/Guardian reaction was:

_____ Positive _____ Neutral _____ No reaction

3rd Offense: The following **RESOURCE PEOPLE** were consulted:

A. Department/Team Chairman/Leader: The following recommendation/s was made:

B. Guidance Counselor: The following recommendation/s was made:

C. Other: The following assistance was provided:

4th Offense: THE PROBLEM PERSISTS: I request administrative assistance with this student. [Send this form and the student to the office.]

_____ Date/Time Student Sent

_____ Teacher signature

White – Office Yellow – Parent/Guardian Pink – Guidance Gold – Referring Teacher

AUTHORITY OF THE SCHOOL BUS DRIVER

1. The principal/designee gives to the bus driver authority to control students to and from school or on school trips. Any student who misbehaves may be reported to the principal.
2. The bus driver will not suspend a student from riding the bus, spank a student, or put a student off the bus at any place other than his regular stop. However, if a bus driver has a note from the student's parent/guardian which has been approved by the school, the bus driver may let the student off at another stop. If there is an emergency on the bus because of student behavior, the bus driver must take care of the emergency and protect the students on the bus. The bus driver will immediately report the incident to the proper authority.

MISCONDUCT ON SCHOOL BUSES

If a student misbehaves on the school bus, the bus driver may report the misbehavior to the principal. The principal may suspend the student from riding the bus for no more than ten (10) school days per offense. Please note: If ESE students do not get a ride to school during the bus suspension, the suspension will count towards the maximum allowable ten (10) day school suspension for the year. If the suspension is for more than five (5) days, a hearing is required. The School Board may change the suspension to an expulsion from the school bus. The student may also be subject to other disciplinary actions which may include suspension or expulsion from school.

Disclaimer: The principal has authority, within Florida Statutes, to increase consequences based upon the severity of the infraction.

BUS OFFENSES

MINOR OFFENSES

- Shouting/loud talking
- Eating / drinking
- Littering
- Holding hand/head outside of the bus

Actions To Be Taken

- **BUS DRIVERS' INTERVENTIONS (use one or more)**
- Conduct a conference with the student.
- Assign a new seat assignment.
- Notify the parents/guardians.
- Write a referral and give it to an administrator.
- **ADMINISTRATORS' INTERVENTIONS**
- 1st referral: Notify parents/guardians and have a conference with the student.
- 2nd referral: 1-3 days off bus
- 3rd referral: 3 days off bus
- 4th referral: 5 days off bus (**Hearing Requested**)

MAJOR OFFENSES

- Being out of seat when bus is in motion
- Using foul language/ racial slurs
- Defacing property
- Throwing objects
- Holding hand/head outside bus while in motion
- Fighting
- Distracting the bus driver with deviant behavior

Actions To Be Taken By Administrators

- Restitution is paid by the student/parent/guardian.
- 1st referral: 1-3 day off bus
- 2nd referral: 3-5 days off bus
- 3rd referral: 5 days off bus
- 4th referral: 5 days off bus (**Hearing Requested/expulsion considered**)

The student may also be subject to other disciplinary actions which may include suspension or expulsion from school.

ZERO TOLERANCE ON THE BUS

- Threatening/assaulting the driver
- Possessing weapons
- Possessing/using drugs/alcohol

GLOSSARY

Abuse of property/minor vandalism - to use wrongly or improperly, or to maltreat any school equipment or property

Aggravated battery - Intentionally or knowingly causing great bodily harm, permanent disability, or permanent disfigurement or using a deadly weapon while committing a battery.

Alcohol possession, use, sale, storage, or distribution - having on one's person or within one's personal property or under one's control by placement of and knowledge of the whereabouts or reasonable belief that one has assimilated, or reasonably appears, in the judgment of appropriate school officials, to be under the influence of any alcoholic substance

Armed robbery - the taking of money or other property which may be the subject of larceny from the person or custody of another, with intent to either permanently or temporarily deprive the person or the owner of the money or other property, when in the course of the taking there is the use of force, violence, assault, or putting in fear; with the use of a firearm, imitation firearm, or other deadly weapon

Arson - to willfully and unlawfully, or while in the commission of any felony, by fire or explosion, damage or cause to be damaged: any dwelling, whether occupied or not, or its contents; any structure, or contents thereof, where persons are normally present; and any other structure that the person knew or had reasonable grounds to believe was occupied by a human being

Articles disruptive to school - to possess, display or use anything that is disruptive to the general peace and welfare of a school center, school bus, or a school sponsored activity

Assault - an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so which creates a well-founded fear in such other person that such violence is imminent. (F.S 784.011)

Assault on school board employee - any intentional, unlawful threat, by word or act, to do violence to a school board employee, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in another person that violence is imminent

Attempted criminal act against a person - any person who attempts to commit, or who solicits another to commit, or who agrees, conspires, combines, or confederates with another person or persons to commit the offense of a battery against another person or persons, and in such attempt does any act toward the commission of such offense, but fails in the perpetration or is intercepted or prevented in the execution of the offense

Battery (BAT)-Level I - (physical attack/harm) The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.) Law enforcement must be notified.

Battery or aggravated battery on a school board employee - a battery or aggravated battery on any elected official or school district employee whether it is committed on school property, on school sponsored transportation, during a school-sponsored activity or while the elected official or employee is on official school business

Bomb threat - intentionally making a false report to any person concerning the placement of any bomb, dynamite, explosive, or arson-causing device

Breaking and entering/burglary - the unlawful entry into a building or other structure with the intent to commit a crime

Bullying - Systematically and chronically inflicting physical hurt or psychological distress on one or more students, or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- a. Unwanted teasing;
- b. Social Exclusion;
- c. Threatening;
- d. Intimidation;
- e. Stalking;
- f. Cyberstalking;
- g. Cyberbullying;
- h. Physical violence;
- i. Theft;
- j. Sexual, religious, or racial harassment;
- k. Public humiliation;
- l. Rumor or spreading falsehoods; or
- m. Destruction of school or personal property.

Bus disruption - behavior that disrupts and/or distracts the driver from safely operating the school bus

Cheating (copying work of another, using materials not authorized to use - copying of anyone else's work or cheating on any test or assignment

Chemical/hazardous material - Any chemical compounds or dangerous materials that may be used to cause harm or vulnerability to any person(s).

Computer misuse/inappropriate use of e-mail/internet - the inappropriate use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying, or destroying files without permission, illegally copying software, and entering or distributing or printing unauthorized files; accessing or entering unauthorized internet sites; distributing inappropriate electronic messages

Confrontation/tussle - a verbal confrontation, struggle, or scuffle involving more than one person; pushing, shoving, pulling, etc. that has the propensity to escalate into a fight

Contraband, non-criminal - possession and/or use of items or contraband designated by the school as inappropriate materials such as portable paging devices, beepers, portable cellular telephones, etc.; these will be confiscated

Corporal punishment - Paddling by the principal/designee on the student's buttocks.

Criminal assault on a student/person - any intentional, unlawful threat, by word or act, to do violence to another person, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in another person that violence is imminent

Criminal battery on a student/person (non-School Board Employee) - an actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual, including child abuse; the malicious and unprovoked physical attack by an aggressor upon another person

Destructive device - A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage (F.S. 790.001(4)).

Disobedient/open defiance/insubordination - refusal or failure to obey, marked by resistance to authority; the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority

Disobeying rules on the school bus - violation of the posted or written rules of conduct for the bus that is not necessarily a disruptive behavior; e.g.: not in assigned seat, eating or drinking on the bus

Disorderly conduct/disruption of school - any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others

Disrespectful language - written or verbal remarks or gestures that show a lack of respect, rudeness or are inappropriate; The use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons

Disruptive behavior - behavior by its nature disrupts the educational process, but is not criminal.

Disruptive play - non-confrontational activity that is not appropriate in a school setting and is disruptive to the educational process; engaging in rowdy, rough behavior that interferes with the safe and or purposeful order of a school; e.g.: horseplay, chasing another student in the hallway of classroom, etc.

Dress code violation - to dress in a manner that would constitute a disruption in the school, create a safety hazard or exhibit impropriety; violations of the school dress code

Drug paraphernalia use, sale, storage, or distribution - to possess, use, sale, store, or distribute any equipment, device, or equipment used for the purpose of preparing or taking drugs

Drug Use/Possession Excluding Alcohol (DRU)-Level III - (illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

Due process - A student has the right to a fair, reasonable, and impartial hearing for a broken or disobeyed rule. [F.S 1006.07]

Explosive (F.S. 790.001 (5)) - any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators; but not including:

(a) Shotgun shells, cartridges, or ammunition for firearms;

(b) Fireworks as defined in s. 791.01(4)(a); means and includes any combustible or explosive composition or substance or combination of substances or, except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel

them, firecrackers, torpedoes, skyrockets, roman candles, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance.

(c) Smokeless propellant powder or small arms ammunition primers, if possessed, purchased, sold, transported, or used in compliance with F.. 552.241;

Explosive devices possession, use, sale, or distribution (not firecrackers, fireworks) - an explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators

Expulsion - Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance. Expulsion can also mean alternative placement.

Extortion/blackmail/coercion - the use of threat or intimidation to obtain anything of value from another person, including, but not limited to, money

Extracurricular - any school-authorized or education-related activity occurring during or outside the regular instructional school day. [F.S. 1006.15]

Failure to comply with class/school rules - violation of specified posted or written school or class rule that is not necessarily a disruptive behavior; e.g.: repeatedly chewing gum, repeatedly tardy for class, etc.

False fire alarm/911 call - whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise makes or circulates, or causes to be made or circulated, a false alarm of fire or 911 call

False report involving school, school personnel's property, school transportation or school sponsored activity- Making a false report with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive.

Fighting - mutual participation in a hostile, physical encounter; mutual participation in an altercation involving physical violence

Firearm - means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime. [F.S. 790.001(6)]

***Firearm, possession, use, or sale of** - Possession, use, or sale of any firearm, on school property, school-sponsored transportation or during a school-sponsored activity. A firearm, is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. [F.S. 790.001(6)]

Fireworks/firecrackers - possession, use, sale, storage, or distribution of fireworks or firecrackers or associated devices

Forgery of a document or signature - to fashion or reproduce for fraudulent purposes

Gambling - one who participates in games of chance or skill for money or profit

Grievance procedure - The process of filing appropriate forms resulting from a complaint filed by a student. Forms may be obtained from the principal.

Harassment - Any threatening, insulting or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
4. Has the effect of substantially disrupting the orderly operation of a school.

Hazing - to persecute or harass with meaningless, difficult, or humiliating tasks whether its mental and/or physical.

Homicide/murder - the unlawful killing of a human being; and manslaughter – the killing of a human being by the act, procurement, or culpable negligence of another, without lawful justification. Law enforcement must be notified.

Illicit drug - A drug not allowed by law, custom, rule, etc.

Imitation firearm – Any toy gun, replica of a firearm, air-soft gun that fires nonmetallic projectiles, or other device that is so substantially similar in coloration and overall appearance to a firearm.

Inappropriate activity - any activity that is disruptive and/or inappropriate in a school setting that does not fit into another category

Intentionally striking a staff member intervening in a fight - intentionally striking or violently struggling with a staff member intervening in a fight or confrontation

Kidnapping or abduction - forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against their will and without lawful authority, with intent to hold for ransom or reward or as a shield or hostage; commit or facilitate commission of any felony; inflict bodily harm upon or to terrorize the victim or another person. Law enforcement will be notified.

Leaving School Grounds without permission - unauthorized leaving of the school grounds

Lying/misrepresentation - intentionally providing false or misleading information to, or withholding valid information from a school staff member

Motor vehicle theft - theft or attempted theft of a motor vehicle; anything that is self-propelled

Obscene, lewd, or inappropriate act - the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting

Other potentially dangerous weapons/items - any instrument or object, other than firearms or knives, deliberately used to inflict harm on another person, or used to intimidate any person

Out of Assigned Area - out of assigned area without permission and/or in a restricted access area without permission

Permissible absence - An absence which has the sanction of the parents/guardians and the school. This may include activities such as an individual educational trip or other extenuating circumstance. Any such individual educational trip must be planned by the parent/guardian and teacher, and a written report of the trip must be presented to the teacher. Work missed may be made up by the student.

Petty theft/stealing 1 (\$0-\$10) - the unlawful taking, carrying, or lending of property less than \$10.00 in value from the possession or constructive possession of another person

Petty theft/stealing 2 (\$10 -\$25) - the unlawful taking, carrying, lending, or riding away of property more than \$10, but less than \$25 in value from the possession, or constructive possession of another person

Petty theft/stealing 3 (\$25-\$50) - the unlawful taking, carrying, lending, or riding away of property more than \$25, but less than \$50 in value from the possession, or constructive possession of another person

Physical aggression (not involving law enforcement) - the intentional physical aggression of one party against another person such as pushing, punching, or striking

Plagiarism - The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words or allowing one's own personal work or homework to be copied

Possession/use of tobacco products - possession, use, sale, storage, or distribution of tobacco products on school district property

Profane/obscene language - abusive, profane, obscene, or vulgar language (verbal, written, or gestures) or conduct in the presence of another person

Prohibited items - An item prevented by law or by an order.

Public display of affection - engaging in overtly amorous contact or language not appropriate in a school setting

Robbery - the taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and /or by putting the victim in fear

Synthetic Drug - substances that mimic marijuana, cocaine and other illegal drugs are making users across the nation seriously ill, causing seizures and death.

Sexual battery (attempted or actual forcible penetration) - forced- oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object. Law enforcement must be notified.

Sexual harassment - any slur, innuendo, or other physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational work environment; has the purpose or effect of unreasonably interfering with an individual's work or school performance or participation; or otherwise affects an individual's educational opportunities; sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Sexual misconduct - engaging in a sex act or physical conduct of a sexual nature; the unlawful sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent

Stealing more than \$50 - the unlawful taking, carrying, leading, or riding away of property more than \$50, in value from the possession or constructive possession of another person or entity (meaning school)

Suspension - Removal of students from their regular school program for a period not to exceed 10 school days. Pursuant to Florida Statute 1006.09, no student who is required by law to attend school shall be suspended for unexcused absence or truancy.

Tardiness, Habitual - consistently late to class or school

Tear gas gun or chemical weapon or device - any weapon of such nature, except a device known as a "self-defense chemical spray." "Self-defense chemical spray" means a device carried solely for purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical. [F.S. 790.001(3)(b)]

Threat against school, school personnel's property, school transportation or school sponsored activity - Threatening to throw, project, place, or discharge any destructive device with intent to do bodily harm.

Threat, non-criminal - a threat (less serious than assault) by word or act to do violence to another person or his/her property; e.g.: "You better watch your back", "I'm going to get you after school."

Trespassing - to enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, employees not required by their employment to be at the particular location; and unauthorized persons who enter or remain on campus or school district facility or sponsored activity after being directed to leave

Truancy/Unexplained Absence - An absence from class or school that the reason or excuse is inadequate or does not meet the criteria for an excused absence

Unauthorized possession or use of prescription medication - to possess, use, sell, store, or distribute or be under the influence of any substance which requires a physician's prescription, or any over-the-counter medication without parent/guardian approval and school notification

Unauthorized sale/distribution of materials (non-criminal) - unauthorized selling or distributing of materials not generally considered illegal; e.g.: candy

Unexcused absence - An absence which does not have the approval of the school, or which is due to disciplinary action against the student. Ordinarily, in such case, the work missed may not be made up by the student for credit.

Unintentionally striking a staff member intervening in a fight - unintentional striking or violently struggling with a staff member intervening in a fight or confrontation

Unknown weapon possession - type of instrument or object unknown at the time of the report

Unserviced detention (extended) - unexcused absence from a scheduled extended detention

Unserviced detention (regular) - unexcused absence from a scheduled regular detention

Unserviced detention (Saturday) - unexcused absence from a scheduled Saturday detention

Use of intoxicants - the inappropriate use of intoxicants, including but not limited to, glue, solvents, butane, and whipped cream, for the purpose of obtaining a mood-modifying experience

Vandalism more than \$100 (includes time and labor) - the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This includes graffiti.

Weapon - A weapon may be, but is not limited to, any firearm, any explosive or destructive device, any knife, razor blade or box cutter, any dirk (dagger), metallic knuckles, slung shot (a small mass of metal, stone, sand, or similar material fixed on a flexible handle, strap, or the like, used as a weapon.), billie [billie (also spelled billy) club, night stick, a stick of less than arm's length, usually made of wood, plastic, or metal], tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife [F.S. 790.001(13)] or any item used with intent to cause bodily harm to another individual.

Weapon/knife possession - the possession of any knife that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives, switch blade knives, and common pocket knives or any item used with intent to cause bodily harm to another individual.

**LETTER OF ACKNOWLEDGMENT
FOR PARENTS/GUARDIANS/GUARDIANS**

PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE OF THE PRINCIPAL

FOR PARENTS/GUARDIANS

I have received a copy of the Gadsden County School Board's Code of Student Conduct.

I understand that if my child commits or causes any criminal act using any wireless communication device while on school grounds or at any school function, he/she may be subject to disciplinary action by the Gadsden County School Board (F.S. 1006.07).

For each course in which my child has four (4) unexcused absences that are not for one of the legitimate purposes as described in this Code, a grade of "F" will be assigned for that grading period.

Signature of Parent/Guardian

Date

Student's Name

**LETTER OF ACKNOWLEDGMENT
FOR STUDENTS**

PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE OF THE PRINCIPAL

FOR STUDENTS

I have received a general overview and specific instructions on the contents of the Gadsden County School Board's Code of Student Conduct.

I understand that if I commit or cause any criminal act using any wireless communication device while on school grounds or at any school function, I am subject to disciplinary action by the Gadsden County School Board (F.S. 1006.07).

For each course in which I have four (4) unexcused absences that are not for one of the legitimate purposes as described in this Code, a grade of "F" will be assigned for that grading period.

Signature of Student

Date

School

[If student is in a primary program and is unable to write his/her name, the teacher may sign the student's name and must initial his/her (the teacher) name.]

**GADSDEN COUNTY SCHOOL DISTRICT
NOTICE REGARDING CODE OF STUDENT CONDUCT
FOR SCHOOL YEAR 2014 – 2015**

In order to conserve resources, schools will not distribute paper copies of the *Code of Student Conduct* (Code) to every student. You can locate an electronic copy of the Code online at the District website at: www.gcps.k12.fl.us. **If you require a paper copy of the Code, please check the box where indicated below, sign and return this sheet, and one will be provided to your child.**

This Code has been adopted to help your son/daughter gain the greatest possible benefit from his/her education; therefore, please read and discuss the Code with your son/daughter. **To request a printed copy of the Code, please sign this sheet and return it to your child's teacher or guidance counselor.**

This form will be kept at the school. Training on the Code of Student Conduct will be provided to all students, teachers and administration during the first month of school.

FAILURE TO RETURN THIS REQUEST FORM WILL NOT RELIEVE A STUDENT OR THE PARENT/ GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OF STUDENT CONDUCT OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO GADSDEN COUNTY PUBLIC SCHOOL PROPERTY.

Please check only if you require a paper copy of the 2014-2015 *Code of Student Conduct*. **One (1) copy per household will be provided.**

Please provide a paper copy of the Code

Check here

Name of your child's school

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date

FOR DISTRICT USE ONLY

A copy of the Code of Conduct has been printed and returned to _____
on _____. Please return this request and the paper copy of the Code to the
parent/guardian of _____.

Signature of District Office Employee



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 13a

DATE OF SCHOOL BOARD MEETING: April 28, 2015

TITLE OF AGENDA ITEM: Approval of School Board Policies 4111 (Designation of a New Position) and number 4600 (Job Descriptions).

DIVISION: Administration

This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request approval of School Board Policies 4111 (Designation of a New Position) and number 4600 (Job Descriptions) to adopt new job descriptions.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY:  Rosalyn W. Smith

POSITION: Deputy Superintendent

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: April 28, 2015

Suggested script for amending Gadsden County School Board Policies number 4111 (Designation of a New Position) and number 4600 (Job Descriptions).

CHAIRWOMAN	<p>The next agenda item is Item Number ____ which includes consideration of, and action upon School Board Policies number 4111 (Designation of a New Position) and number 4600 (Job Descriptions). Based upon professional judgment and past experience, modifications of these policies will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on April 28, 2015, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on policies 4111 and 4600. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.</p>
SUPERINTENDENT	<p>Madam Chairwoman, each member of the Board has been furnished a copy of the proposed policies previously described by you. I recommend that the Board amend School Board Policies Numbered 4111 and 4600.</p>
CHAIRWOMAN	<p>If there is anyone who wishes to ask questions, make comments, present</p>

	<p>evidence or oral arguments or present other information regarding the proposed action, you may do so at this time. (QUESTIONS, COMMENTS, ETC., IF ANY.)</p>
MEMBER	<p>Madam Chairwoman, I move to amend School Board Policies Numbered 4111 and 4600.</p>
MEMBER	<p>I second the motion.</p>
CHAIRWOMAN	<p>There is a motion and a second to amend School Board Policies Numbered 4111 and 4600. Is there any further discussion? All in favor of the motion please say aye- All opposed... The policy has been amended and it is so ordered. The next item on the agenda is Item Number ____.</p>

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

BUDGET DIRECTOR

QUALIFICATIONS:

1. Four (4) years of professional accounting experience that includes the handling of financial records.
2. Prefer a minimum Bachelor's degree from an accredited college or university with a major in business, accounting, finance or a related field of study may substitute for the required experience on a year for year basis.
3. Experience in understanding business functions and transactions.

Other Specific Requirements:

Police Background Check

Finger Printing

Sign annual confidentiality statement

KNOWLEDGE, SKILLS AND ABILITIES:

- Strategic Management – Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives.
- Policy/Procedure Development – Ability to develop and implement policies, procedures, goals and objectives.
- Documentation – Ability to document existing and new processes.
- Process Evaluation – Ability to evaluate process effectiveness and develop change or alternatives.
- Strategic Planning – Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate others to transfer vision into action.
- Contract Administration – Knowledge of contract administration and how contracts are include in the annual operating budget.
- Project Planning – Knowledge of the principles and practices of project planning, development, and evaluation.
- Management Practices – Knowledge of the concept, principles, and practices of management.
- Budget Practices – Knowledge of the concepts, principles, and practices of accounting, budgeting, and cost control procedures.
- Ability to represent the District at conferences, workshop, and training sessions in a professional and positive manner.
- Organize work, set priorities and meet critical deadlines.
- Ability to interface with a variety of employees and other service providers.
- General knowledge of GAAP requirements for accounting and budgeting.
- Advanced analytical, organization, and interpersonal skills.
- Excellent collaboration, verbal and written communication skills. Effective Communication - Ability to communicate respectfully and effectively verbally and in writing.
- Able to break down problems into meaningful parts and come to rational and well-thought out conclusions.
- Interest in process improvement.
- Willing to adapt quickly to quick changes in direction.
- Ability to utilize problem-solving techniques.
- Ability to work independently while keeping supervisor informed.
- Internally motivated to seek out answers, generate ideas, and develop new skills.

BUDGET DIRECTOR (Continued)

- Working Relationships - Ability to establish and maintain effective working relationships provide for positive communication among staff.
- Ability to deal with conflict in a positive and constructive manner.
- Ability to receive constructive feedback in a positive and productive manner.
- Ability to utilize problem-solving techniques.
- Model and maintain high ethical standards.
- Demonstrates loyalty and trustworthiness.
- Attention to Detail - Ability to perform accurately in a detail oriented environment.
- Prioritize and Multi-task - Ability to prioritize, organize, and perform multiple work assignments simultaneously.
- Data Reconciliation - Ability to compile, review, and reconcile data for accuracy, completeness, and compliance.
- Laws, Rules & Regulations - Knowledge of and ability to effectively interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
- School Board Policy - Knowledge of and the ability to effectively interpret and apply related Board policies, procedures, principles, and practices.
- Computer Application Knowledge - Knowledge of applicable computer applications and basic computer functions and garner and master software programs used in the Business and Finance Office.
- Knowledge of TERMS and software used in a business environment expertise a plus.
- Fiscal/Accounting Technology - Knowledge of electronic data processing as it applies to fiscal and accounting activities.
- Accounting Principles - Knowledge of Generally Accepted Accounting Principles (GAAP).
- Follow attendance and proper dress rules as required.
- Perform work with a record of regular attendance and punctuality.

REPORTS TO:

Assistant Superintendent for Business and Finance

JOB GOAL

To assess, monitor, plan and manage the efficient utilization of budgetary process in a manner consistent with the objectives of the Gadsden County School District.

Responsible for performing highly specialized professional accounting work.

Ensures School District compliance with Generally Accepted Accounting Principles (GAAP) and federal, state, and local laws, rules, and regulations by analyzing, verifying, and performing complex financial reconciliations.

Responsible for TRIM budget compliance.

Responsible for the formation and implementation of the District's budget as well as an ongoing monitoring and update to the approved District's budget.

Serves as backup for Treasury Manager for draw down of funds and forecasting.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Sit at a desk or in a meeting for extended periods of time, ability to lift 50 pounds.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

BUDGET DIRECTOR (Continued)

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No.**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assists with the staffing plan. Leads strategic planning and staffing responsibilities.
- * (2) Actively monitors and updates the budget during the fiscal period for changes in FEFP, etc.
- * (3) Responsible for the operational management and administrative direction of the overall District budget and supports the mission and vision of the department/program and the District.
- * (4) Recommends, interprets, and implements fiscal and accounting administrative policies and procedures.
- * (5) Assist and / or direct the investigation of errors and complaints.
- * (6) Serves as the backup to the Treasury Manager for drawn down of funds to pay accounts payable and cash forecasting of cash flow.
- (7) Perform other duties as assigned by Assistant Superintendent for Business and Finance.

Interagency Communication and Delivery

- * (8) Understand, manage, and supervise all aspects of the budget and budgetary process.
- * (9) Conducts budget committee meetings to formulate the fiscal year budget.
- * (10) Prepares and monitors revenue projections for annual and long term budgets. Informs Assistant Superintendent for Business and Finance of significant changes in projections so that corrective action may be taken.
- * (11) Conducts monthly reviews of project and program budget status and discuss with the department/program directors.
- * (12) Manage relationships with all concerned parties regarding the budget, both internal and external.
- * (13) Provides budget amendments for Board approval.

Professional Growth and Improvement

- * (14) Provides leadership and direction in policy/procedural development and implementation to ensure greater accountability over the District budget to maintain proper budget protocols.
- * (15) Understand and manage appropriate accounting procedures and processes.
- * (16) Participate in workshops and training sessions as assigned.
- * (17) Participates in the FSFOA conference along with the Assistant Superintendent of Business and Finance.

Systemic Functions

- * (18) Responsible for formulating and administrating the annual operating budget and ensures appropriate expenditure for all funds allocated for department administration.
- * (19) Maintain compliance with TRIM requirements.
- * (20) Ensure that School Board policies and governmental regulations are consistently applied to assignment,
- * (21) Assist Assistant Superintendent for Business and Finance with the Annual Financial Report.
- * (22) Prepares and documents assigned footnotes for inclusion in the Annual Financial Report.
- * (23) Assist external auditor with documentation requests and provide responses to business process inquiries.
- * (24) Maintain confidentiality at all times regarding all matters related to assignment.
- * (25) Maintain work area in a safe and secure manner.
- * (26) Assist the Assistant Superintendent for Business and Finance with required reports.

Leadership and Strategic Orientation

- * (27) Responsible for developing and maintaining partnerships throughout the District in order to attain District's goals and objectives.

BUDGET DIRECTOR (Continued)

- * (28) Keeps track of revenue receipts and assists Assistant Superintendent for Business and Finance in resolving delinquent revenue receipts.
- * (29) Provides guidance and direction to senior District management involved in fiscal and accounting services and programs, which may include grant compliance, budget analysis, account reconciliation, and other areas affecting the budget such as purchasing, payroll, collections, and financial reporting.

*Essential Performance Responsibilities