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MEMORANDUM

TO: Honorable Chair and Members of the School Board
Chair and Members of the Audit Committee

FROM: Teresa Michael, Inspector General 

DATE: May 12, 2021

SUBJECT: Transmittal of Final Investigative Report: *Lake Shore Middle School Case #20-0016-1 Falsification of Records/Misappropriation*

In accordance with School Board Policy 1.092 we hereby transmit the above-referenced final report.

The report addresses the following allegation(s):

1. Exceptional Student Education (ESE) Teacher and Cheerleader Sponsor Tawanda Flowers did not complete the District field trip forms that authorize student transportation to in-county extracurricular events. ***Substantiated.***
2. Lake Shore Middle School Teachers did not attend the District's Professional Development Day (PDD) Training on February 28, 2020. ***Unfounded.***

The report is finalized and will be posted on the Inspector General's website;
https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports.

REDACTED



OIG CASE NUMBER 20-0016-I

Lake Shore Middle School

TYPE OF REPORT: FINAL

DATE OF REPORT: May 11, 2021



Teresa Michael

**Teresa Michael, Inspector General
Office of Inspector General
School District of Palm Beach County**

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Office of Inspector General

Report of Investigation 20-0016-I

EXECUTIVE SUMMARY

From March 18, 2020, to April 12, 2021, Office of Inspector General (OIG) staff conducted interviews and reviewed pertinent documentation and records as they related to the anonymous allegations. As a result of the investigation, OIG staff determined that Lake Shore Middle School Exceptional Student Education (ESE) Teacher and Cheerleader Sponsor Tawanda Flowers violated School Board Policy 2.40, Field Trips and Florida Statute §1006.22(2)(b)1-3, Safety and Health of Students being transported. In that, the required District field trips forms were not completed in adherence to District directives that authorize student transportation to in-county extracurricular events was **Substantiated**. The second allegation was that Lake Shore Middle School's teachers violated School Board Policy 3.01 Policy for Bargaining Unit Employees and the Collective Bargaining Agreement between the School Board of Palm Beach County, Florida and the Palm Beach County Classroom Teachers Associations, Article III – Working conditions, Section B – Employee's Hours and Conditions. In that, the teachers did not attend the District Professional Development Day (PDD) Training on February 28, 2020, and were paid was **Unfounded**.

On April 12, 2021, OIG staff forwarded a copy of the draft report to Tawanda Flowers for a response by May 10, 2021. On May 7, 2021, Ms. Flowers provided the OIG an email response. This response has been attached as (**Exhibit 22**).

RECOMMENDATIONS

During the course of the investigation, the following management issues were discovered and referred to Principal Dr. Carl Gibbons and Director of Employee and Labor Relations, Vicki Evans-Pare, for review and consideration.

- Cheerleading at Lake Shore Middle School is not considered athletics because the cheerleaders do not compete against other District middle school cheerleaders. Transporting cheerleaders to in-county extracurricular events do not fall under the same District directives as transporting students who participate in athletics (basketball, soccer, track & field, volleyball, baseball). Cheerleading at Lake Shore Middle School is recognized as a student club that requires a faculty sponsor. Transporting cheerleaders to off-campus extracurricular events fall under the District directives of School Board Policy 2.40, Field Trips. The faculty sponsor receives an end of school year stipend of approximately \$600 from the District.¹

¹ School District Bulletin, #P-14495-CLS/K12C, Guidelines for Club and Sports Supplements

In-county field trips require the approval from the Principal and the completion of the following District field trip forms:

- Field Trip Activity Planning Report and Approval Request (PBSD1894)
 - The Field Trip Permission/Release form (PBSD 0755)
- The OIG recommends that Dr. Gibbons ensure that all faculty club sponsors and volunteers receive District training regarding sponsoring student clubs, and student Field Trips to in-county extracurricular events. Additionally, faculty needs to be made aware of the responsibilities and requirements between athletic programs versus student clubs.
- The OIG recommends that in the interest of equity, Dr. Gibbons with the appropriate approvals consider allowing the cheerleaders and their sponsor to ride to off campus events with the basketball team that is being provided by the school.
- The OIG recommends that Dr. Gibbons prepare a newsletter or other notices to parents who have children that participate in student clubs that the City of Belle Glade ACES Youth After Care School Program offers transportation for Belle Glade, Pahokee, and South Bay students that travel to off campus extracurricular events.
- The OIG recommends that Dr. Gibbons ensure the Professional Development Day (PDD) sign-in logs show legible teacher names and school identification numbers.

INVESTIGATIVE PREDICATE

On February 28, 2020, the School District of Palm Beach County, Office of Inspector General (OIG) received an anonymous complaint regarding alleged misconduct on the part of Lake Shore Middle School Exceptional Student Education (ESE) Teacher and Cheerleader Sponsor Tawanda Flowers. In that, Ms. Flowers did not complete the required District field trip forms that authorize cheerleaders to be transported to off campus events and arranged for trips to be made on February 24, 2020, to Crest Wood Middle School and on March 2, 2020, to Polo Park Middle School (Allegation 1).

Additionally, the complainant alleged that teachers at Lake Shore Middle School did not attend the February 28, 2020, Professional Development Day (PDD) Training, but were paid for attending the training (Allegation 2). On March 18, 2020, OIG Director of Investigations Oscar Restrepo assigned this investigation to OIG Senior Investigator Robert Sheppard for investigation.

The OIG investigation concluded that Allegation 1 was substantiated and Allegation 2 was unfounded. The investigative findings of the allegations will be discussed in detail later in this report.

BACKGROUND

Lake Shore Middle School is a District school located at 425 West Canal Street, North Belle Glade, FL 33430. The total school enrollment is 708, with an 18:1 Student-Teacher Ratio. The school serves middle school students for grades 6-8. Dr. Carl Gibbons has been the Principal at Lake Shore Middle School since 2016. Tawanda Flowers has been an Exceptional Student Education (ESE) Teacher at Lake Shore Middle School since 2008 and has been the cheerleader sponsor for the past seven years.

ALLEGATION 1

It is alleged that Exceptional Student Education (ESE) Teacher and Cheerleader Sponsor Tawanda Flowers violated School Board Policy 2.40, Field Trips by not completing District field trips forms that authorize student transportation to in-county extracurricular events. Before transporting students to in-county extracurricular events, the faculty sponsor must obtain the Principal's approval and complete the following required District forms.

Per School Board Policy 2.40(3)(a)(b),(5)(a),(7), Field Trips:

(3)(a)(b), Approval of Field Trips:

- a. **"PBSD 1894**, the Field Trip/Activity Planning Report and Approval Request must be completed and approved for each field trip. No money is to be raised, plans for trips made, or contracts signed until proper approval has

been received. All field trips shall be recorded on the school's calendar with the required documents on file at the site."

b. "In-County field trips--All in-county field trips require the principal's approval."

(5)(a), Parent/Guardian/Emancipated Student Permission and Consent Forms:

*a. "A student's parent or Guardian or an Emancipated Student shall be notified prior to any trip that the trip is contemplated. The notice shall give the place to be visited, the date, the time of departure and the estimated time of return to the school. A field trip permission form, **PBSD 0755**, covering each student must be signed by the parent(s)/guardian covering each student, although if the student is emancipated as defined within School Board Policy 5.072, the student's signature shall be required and alone is sufficient."*

(7), Non-school sponsored trips:

"Chaperones/organizers of trips by groups of students planning to travel under the auspices of an individual or non-school agency must advise parents/guardians and emancipated students in writing that the travel is neither authorized nor sponsored by the school. Principals should not permit recruiting of student travelers, or planning activities during regular school hours. School employees, acting as individuals, may be permitted to meet perspective student travelers during non-school hours on school premises by following the regular procedures for lease of facilities by outside agencies. Under no circumstances may school activity accounts (internal account) be used as a depository/disbursement source for funds for non-school sponsored trips."

Per Florida Statute §1006.22(2)(b)1-3, Safety and Health of Students being transported:

(2) Except as provided in subsection (1), district school boards may authorize the transportation of students in privately owned motor vehicles on a case-by-case basis only in the following circumstances:

(b) When the transportation is in connection with a school function or event regarding which the district school board or school has undertaken to participate or to sponsor or provide the participation of students; and

*1. The function or event is a single event that is not part of a scheduled series or sequence of events to the same location, such as, but not limited to, a field trip, a recreational outing, an interscholastic competition or cooperative event, **an event connected with an extracurricular activity offered by the school**, or an event connected to an educational*

- program, such as, but not limited to, a job interview as part of a cooperative education program;*
2. *Transportation is not available, as a practical matter, using a school bus or school district passenger car; and*
 3. *Each student's **parent is notified, in writing, regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle.** [Emphasis added].*

WITNESS INTERVIEW[S]

On October 15, 2020, a sworn recorded interview of Lake Shore Middle School, Principal Dr. Carl Gibbons, was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Dr. Gibbons as it relates to Allegation 1:

Dr. Gibbons said the Athletic Director (AD) is Cicely Henderson; Ms. Henderson has been the AD since she arrived at Lake Shore Middle School in 2016. Tawanda Flowers is the cheerleading coach; the cheerleading coach is recognized as a club sponsor and is paid an annual stipend. Ms. Flowers arranges transportation to and from extracurricular events for the cheerleaders. Travel arrangements for student clubs are different from the travel arrangements for the athletic programs. The District provides \$2,000 for the athletic teams to pay for travel (basketball, track, soccer, volleyball, baseball), but does not provide money for the clubs, such as cheerleaders, to pay for travel.

Various resources could be used to transport cheerleaders to and from off-campus events; for example, the City of Belle Glade has a youth initiative, "ACES," that provides student transportation services. Parents, staff, and volunteers also assist with transporting cheerleaders to off-campus events. The parents, volunteers, and staff members must complete the appropriate District documents (Insurance forms/Driver's License) before transporting students. Ms. Flowers is responsible for providing the parents/volunteers, and staff members with the appropriate District forms that authorize cheerleader transportation to off-campus events.

On January 14, 2021, the OIG contacted Dr. Carl Gibbons via telephone to ask if he approved ACE Belle Glade/South Bay to transport cheerleaders on February 24, 2020, and March 2, 2020, to extracurricular events. Dr. Gibbons responded via email, which is transcribed and, attached to this report in its entirety, **(Exhibit 1)**:

Good Morning Mr. Sheppard, I did not approve transportation to any extracurricular activities by the agency mentioned above. I made the initial phone call to the Mayors of those respected city municipalities to inquire about possible transportation through their youth initiatives within their city plans. I was under the impression that an "Interlocal agreement" with cities

and the Palm Beach County schools allowed for possible transportation for student athletes to district scheduled events. I made the phone call to open dialogue about possible options that exist because of our historic transportation issues that exist for Glades Area schools, which includes, funding and bus availability and availability of bus drivers. I was not aware of credentials needed by any school employee of Lake Shore nor am I aware of current credentials related to this investigation besides what is required to coach and receive a coaching supplement or club supplement.”
[sic]

On March 12, 2021, the OIG contacted Dr. Carl Gibbons via telephone to ask if he knew cheerleaders were being transported via “ACES” prior to February 24, 2020, Crestwood Middle School and March 2, 2020, Polo Park Middle School Basketball games. Dr. Gibbons responded via email, which is transcribed and, attached to this report in its entirety, **(Exhibit 2)**:

“No, I made the initial contact with city officials with the thought that all city municipalities have an established “Interlocal agreement” with the school district for youth development and youth empowerment built into the municipalities’ by-law and guidelines.”

On March 12, 2021, the OIG contacted Dr. Carl Gibbons via telephone to ask did Ms. Flowers discuss with you that “ACES” was providing transportation for the cheerleaders. If yes when, before or after the trip. Dr. Gibbons responded via email, which is transcribed and, attached to this report in its entirety, **(Exhibit 2)**:

“Ms. Flowers discussed with me the day of the event that the cheerleaders were being prohibited from riding the school district provided transportation at the last minute by the Athletic Director because of paperwork. I indicated that there should be other alternatives we can come up with to prevent not allowing (students) children to participate. Again, I initiated the phone call to the Mayor of Belle Glade in hopes that there was an opportunity within their education partnership “interlocal agreement” that would assist with transporting students to sponsored events. After that call, I left all the particular arrangements up to the city contact person and the coach.”

On October 27, 2020, a sworn recorded interview of Lake Shore Middle School Exceptional Student Education (ESE) Coordinator Cynthia Harrell-Baker was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Ms. Harrell-Baker as it relates to Allegation 1:

Ms. Baker stated she has never transported cheerleaders in her vehicle to events off campus. She is a school-approved driver and has transported students (student government) twice a year using the District school bus. She said she has completed all

the District requirements to transport students. Ms. Baker said District requirements are completed annually; she provided the OIG with credentials that show that she is an approved bus driver from July 2, 2020 thru July 2, 2021.

Ms. Baker said she believes Ms. Flowers has transported cheerleaders to events off school grounds without completing the District protocols to transport students. She knows that Ms. Flowers did not complete the District training that authorizes student transportation because she has attended all school approved driver District training and Ms. Flowers has never been at the training.

Ms. Baker stated Exceptional Student Education (ESE) Teacher Sophia McDaniels told her that she transported cheerleaders to Crestwood Middle School on February 24, 2020, using a rental van. Ms. Baker told Ms. McDaniels that she needs to be careful and that her actions were inappropriate because you must complete the field trip permission forms, attend District training, and attach personal vehicle information.

Ms. Baker said after speaking with Ms. Sophia-McDaniels, was the first time that she heard about Ms. Sophia-McDaniels and Ms. Flowers transporting cheerleaders.

On October 29, 2020, a sworn recorded interview of Lake Shore Middle School Math Teacher and Athletic Director Cicely Henderson was conducted at Lake Shore Middle School in Belle, Glade, FL. The following represents actual and paraphrased statements made by Ms. Henderson as it relates to Allegation 1:

Ms. Henderson said the difference between athletic programs and student clubs at Middle Schools is athletics programs such as basketball, baseball, soccer, volleyball, softball, track & field compete against other schools. Cheerleaders do not compete. Although cheerleading falls under the athletic program, it is considered a student club and is sponsored by a faculty member on campus. The parental permission documents required to participate in the athletic programs versus the parental permission documents required to participate in a student club are different. Both the athletic program and student clubs coaches and sponsors are paid an annual stipend by the District.

Ms. Henderson said the cheerleading sponsor is Tawanda Flowers, and she has been the cheerleading sponsor since her placement at Lake Shore Middle School. The District does not provide transportation for students that participate in athletic events off-campus. Lake Shore Middle School has a school bus that is allocated to transport students that partake in athletics to events.

Ms. Henderson said Ms. Flowers is fully aware of the District's requirements regarding transporting cheerleaders to off-campus events. Information about student transportation is noted in the Lake Shore Middle School Handbook and was discussed at a teachers meeting before school started.

Ms. Henderson said she received an email on February 17, 2020, from Ms. Flowers listing the names of cheerleaders to travel to an off campus event. She (Ms. Henderson) replied

on the same date to Ms. Flowers, informing her that if the cheerleaders are a sport, a District athletic packet is to be completed. If the cheerleaders are a club, a District intramural form is to be completed. Because neither District forms was received from Ms. Flowers, she (Ms. Henderson) replied in an email to Ms. Flowers on February 17, 2020, that the cheerleaders were not permitted to travel with the basketball team, and that the cheerleaders are to operate as a student club and may cheer at all home events (**Exhibit 3**)

On at least two occasions, cheerleaders were transported to off-campus events. The first occasion occurred on February 24, 2020, when cheerleaders were transported to Crestwood Middle School by the City of Belle Glade ACES Teen Program. Ms. Henderson provided the OIG two emails between her and Crestwood Athletic Director Tim Finan. The February 20, 2020, email shows that a discussion occurred between Ms. Henderson and Mr. Finan that the Lake Shore Middle School cheerleaders would not be present at the February 24, 2020, basketball game (**Exhibit 4**). The February 25, 2020, email shows a photo of the Lake Shore Middle School Cheerleaders were present at Crestwood Middle School for the February 24, 2020, basketball game, the OIG was provided a copy of the email-photo and associated email strings (**Exhibit 5**). She could not specifically recall the date of the second occasion the cheerleaders were transported to an extracurricular event.

Ms. Henderson said that after receiving the email from Mr. Finan, she (Ms. Henderson) emailed Principal Gibbons, Assistant Principal Scott, Cheerleader Sponsor Flowers and Bus Driver Wilson on February 25, 2020, to inform all that cheerleaders had traveled to Crestwood Middle School in violation of District policy due to non-compliance of completing the required District paperwork. Dr. Gibbons responded via email on February 25, 2020, that he was aware that the City of Belle Glade ACES Teen Program transported the cheerleaders (**Exhibit 6**).

On November 17, 2020, Ms. Henderson provided the OIG with an athletic schedule to show which events the City of Belle Glade ACES Program transported the cheerleaders to the two off campus events at Crest Wood Middle School and Polo Park Middle School (**Exhibit 7**).

On March 9, 2021, the OIG contacted Ms. Henderson via telephone to ask if Dr. Gibbons authorized the Belle Glade ACES Teen Program to transport the Cheerleaders to the February 24, 2020, extracurricular event. Ms. Henderson responded via email on March 9, 2021, which is transcribed and attached to this report in its entirety:

"Good morning Mr. Sheppard,

Per our conversation this morning, the question was posed to me, "Did the principal tell me that he authorized ACES to transport cheerleaders? My response is yes Dr. Gibbons told me he gave them permission to travel to Crestwood, via ACES vans, for a boys' basketball game. Dr. Gibbons, Mr. Scott (AP over Athletics), and myself had already discussed and agreed the

cheerleaders would not be traveling with the basketball teams to any away athletic contests due to fact the proper paperwork had not been completed by the cheerleading team. I also shared this with the cheerleading coach, Ms. Tawanda Flowers. (Investigators Note: Dr. Gibbons who stated he did not approve the transport by ACES (Exhibits 1, 2) contradicts this statement).

When I was made aware, via email picture, from Mr. Tim Finan (AD Crestwood), the cheerleaders had traveled to the game, I shared the email with Dr. Gibbons and Mr. Scott to make them aware the cheerleading coach had acted against our decision. This is when I was told by Dr. Gibbons that he had given the cheerleaders permission to go to the game and agreed to the mode of protection (Exhibit 8)". [sic]

On November 12, 2020, a sworn recorded interview of Lake Shore Middle School Science Teacher Terry Osborne Wilson was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Ms. Osborne as it relates to Allegation 1:

Ms. Osborne stated she has never used her personal vehicle to transport students to off-campus events, but has used the District school bus to transport cheerleaders to off-campus basketball games before the 2019-20 school year. Ms. Osborne said she is District certified to operate a District school bus and that the following protocols must be completed before transporting students using the District school bus: Have a CDL license, become certified annually through the District's Transportation Department (Central Office), obtain a health physical, complete dexterity training, and complete the online District transportation courses.

On February 24, 2020, she used the District school bus to transport the boys' basketball team to Crestwood Middle school. Her granddaughter is a member of the cheerleader squad, and was the only cheerleader on the bus to Crestwood Middle School, and that her granddaughter did not dress-out in her cheerleader uniform for the game.

Ms. Osborne stated that Ms. Sophia McDaniels, Ms. Tawanda Flowers, and the Belle Glade ACES Youth Program transported students to off-campus events. Ms. Osborne said when she arrived at Crestwood Middle School she observed cheerleaders exiting Ms. Flower's personal vehicle.

On November 12, 2020, a sworn recorded interview of Lake Shore Middle School Exceptional Student Education (ESE) Teacher Sophia McDaniels-Owens was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Ms. McDaniel-Owens as it relates to Allegation 1:

Ms. McDaniels-Owens stated that on February 24, 2020, she transported her two nieces that are cheerleaders to an off-campus event (Crestwood Middle School) in her personal

vehicle. She said she has never used a rental van to transport cheerleaders that were not her nieces.

SUBJECT INTERVIEW[S]

On November 12, 2020, a sworn recorded interview of Lake Shore Middle School Exceptional Student Education (ESE) Teacher and Cheerleader Sponsor Tawanda Flowers was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Ms. Flowers as it relates to Allegation 1:

Ms. Flowers stated she has never used a rental vehicle or her personal vehicle to transport cheerleaders to an off-campus event. Ms. Flowers confirmed that she did not complete any District training to transport cheerleaders. She does recall receiving an email on February 17, 2020, from Athletic Director Cicely Henderson regarding cheerleader participation and transportation. From her understanding of the email, cheerleaders are not authorized to travel or participate during extracurricular events without completion of the District's student athletic packet. The cheerleader's parents completed the student athletic applications before being transported to an off-campus event. She did not advise Athletic Director Ms. Henderson that the athletic packets were completed, and does not recall why she did not advise Ms. Henderson about the completed athletic packets.

Ms. Flowers provided the OIG a February 17, 2020, email between her and Athletic Director Cicely Henderson that showed there were 21 cheerleaders on the squad. Of the 21 cheerleaders listed in the email; Ms. Flowers provided the OIG with 15 Athletic Eligibility for Middle School Student packets PBS D 1588MS and 10 copies of a document she (Ms. Flowers) created titled "Verification for Other Than School Provided Transportation." The document shows parental permission for the community-based entity Belle-Glade ACES to transport cheerleaders to off-campus extracurricular events, and 3 Student Field Trip Consent and Release For Other Than School Provided Transportation Form, PBS D 2360 (See Table 1).

(Table 1) Field Trip Permission/Release Forms & Other Provided Transportation Form

Student ID#	Athletic Eligibility Middle School Packets (PBS D 1588MS)	Field Trip Permission/Release Form (PBS D 0755)	Verification for Other Than School Provided Transportation Form (Created by T.Flowers)	Student Field Trip Consent & Release Form (PBS D 2360)
[REDACTED]	[REDACTED]	Yes (Undated)	Yes (Dated 12/2/20)	No
[REDACTED]	[REDACTED]	Yes (Undated)	No	Yes (Undated)
[REDACTED]	[REDACTED]	Yes (Dated 2/3/20)	No	No
[REDACTED]	[REDACTED]	Yes (Dated 2/10/20)	No	No
[REDACTED]	[REDACTED]	Yes (Dated 2/26/20)	Yes (Dated 12/2/20)	No
[REDACTED]	[REDACTED]	Yes (Dated 2/3/20)	No	No
[REDACTED]	[REDACTED]	Yes (Dated 2/3/20)	No	Yes (Undated)
[REDACTED]	[REDACTED]	Yes (Dated 10/8/19)	No	Yes (Incomplete)
[REDACTED]	[REDACTED]	Yes (Dated 8/10/19)	No	No
[REDACTED]	[REDACTED]	Yes (Dated 2/7/20)	Yes (Dated 12/2/20)	No

		Yes (Dated 5/1/19)	Yes (Dated 12/3/20)	No
		Yes (Dated 2/3/20)	Yes (Dated 12/2/20)	No
		No	Yes (Dated 12/2/20)	No
		No	Yes (Dated 12/2/20)	No
		No	No	No
	No Packet	No	No	No
	No Packet	No	No	No
	No Packet	No	No	No
	No Packet	No	No	No
	No Packet	No	Yes (Dated 12/3/20)	No
	No Packet	No	No	No
	No Packet	No	Yes (Dated 12/4/20)	No
	No Packet	No	Yes (Dated 12/3/20)	No

Ms. Flowers said via telephone on March 8, 2020, that she does not recall the number of cheerleaders that were transported by the Belle Glade ACES Teen Program to the February 24, 2020, and March 2, 2020, events. She said all cheerleaders listed in the February 17, 2020, email were not transported or were in attendance at the events on February 24, 2020, and March 2, 2020.

Ms. Flowers did not have documentation to corroborate that parents were informed prior to the Belle Glade Teen Program transporting the cheerleaders on February 24, 2020, and March 2, 2020 to the events.

On March 11, 2021, the OIG contacted Ms. Flowers via telephone to inquire about the dates of the said documents. Ms. Flowers said the cheerleaders' parents were verbally made aware about the Belle Glade Teen Program providing transportation to the extracurricular events and that she did not want to backdate the forms provided to the OIG to show the actual dates that parents were made aware about the events.

On two occasions (February 24, 2020 and March 2, 2020), the City of Belle Glade Student ACES Teen Program transported the cheerleaders to off-campus events. Ms. Flowers said before February 24, 2020, she spoke with Principal Dr. Carl Gibbons about Belle Glade ACES Teen Program providing transportation for the cheerleaders on February 24, 2020, and March 2, 2020. Principal Dr. Carl Gibbons approved the City of Belle Glade Student ACES Program to transport the cheerleaders to the two off-campus extracurricular events. **(Investigators Note: Dr. Gibbons' stated he did not approve the transport by ACES contradicts this statement.** The February 25, 2020, email shows that Dr. Gibbons was aware that the City of Belle Glade ACES Youth Program transported the cheerleaders to Crest Wood Middle School, but does not show that Dr. Gibbons approved the City of Belle Glade ACES Youth Program to transport the cheerleaders to the events.

Ms. Flowers stated she recalls two faculty members transporting cheerleaders to the events. Rachel Brown transported her daughter, and Sophia McDaniel transported her two nieces. Ms. Flowers stated she was not aware of the District Field Trip policy regarding transporting cheerleaders to off campus events.

RECORDS ANALYSIS

- Exhibit 1: Jan 14, 2021, Dr. Carl Gibbons email reply**
- Exhibit 2: March 12, 2021, Dr. Carl Gibbons email reply**
- Exhibit 3: Feb 17, 2020, emails strings, Flowers, Henderson, Scott, Gibbons**
- Exhibit 4: Feb 20, 2020, emails strings, Finan, Henderson**
- Exhibit 5: Feb 24, 2020, email strings, Henderson, Finan & Cheerleader Photo**
- Exhibit 6: Feb 25, 2020, email strings, Gibbons, Scott, Henderson, Flowers**
- Exhibit 7: LSMS 2020 Boys/Girls Basketball Schedule, Provided by Henderson**
- Exhibit 8: March 9, 2021, Ms. Henderson email reply**
- Exhibit 9: Image Quest Program 2019-20**
- Exhibit 10: Verification Transportation Form & PBCSD 0755 Form**

On November 17, 2020, OIG staff reviewed the above listed documents provided by witnesses. The review disclosed the following:

Cheerleaders were transported to two off campus events in February and March 2020. The Field Trip/Activity Planning Report and Approval Request form, PBSO 1894, was not completed to show an itinerary of times or destination prior to transporting the cheerleaders to an off campus event. The District's software "Image Quest Program" does not show field trip dates or destinations to Crestwood Middle School and Polo Park Middle School (**Exhibit 9**). Per District Field Trip Policy 2.40, prior to transporting Cheerleaders to an in county off campus event, the Field Trip/Activity Planning Report and Approval Request form PBSO 1894, and the Field Trip Permission/Release form PBSO 0755 must be completed.

Ms. Flowers provided the OIG 10 signed documents titled "Verification for Other Than School Provided Transportation that show dates of December 2, 3, 4, 2020." The document states that parents authorized permission for the Belle Glade Student ACES Program to transport their child to extracurricular events. These documents were signed by parents several months after the students were transported to the off campus events. Additionally, the document does not indicate the destination where the Belle Glade Student ACES program transported the cheerleaders (**Exhibit 10**).

CONCLUSION

It is alleged that Exceptional Student Education (ESE) Teacher and Cheerleader Sponsor Tawanda Flowers violated School Board Policy 2.40, Field Trips and Florida Statute §1006.22(2)(b)1-3, Safety and Health of Students being transported by not completing the required District field trip forms that authorize student transportation to in-county extracurricular events.

During the course of the investigation, Senior Investigator Robert Sheppard discovered information indicating that Ms. Flowers violated School Board Policy by not completing the required District's field trip forms and not obtaining the principal's approval authorizing

student transportation to in-county extracurricular events required in School Board Policy 2.40, Field Trips.

A review of February 17, 2020, email exchanges between Ms. Henderson and Ms. Flowers shows that Ms. Henderson told Ms. Flowers to submit either athletic packets or the intramural forms to authorize cheerleaders to be transported to extracurricular events (**Exhibit 3**).

- *The Athletic Eligibility for Middle School Packets include the following parental permission forms:*
 - *Interscholastic Eligibility Residence Affidavit form – to be completed by a parent*
 - *Addendum to Consent and Release form – to be completed by a parent*
 - *Pre-participation Physical Evaluation form (Pages 1-3) – to be completed by a Physician*
 - *Consent and Release from Liability Certificate form (Pages 1-4) – to be completed by a parent*
 - *Acknowledgement of Insurance Coverage or Waiver Verification form – to be completed by a parent*
 - *Field Trip Permission/Release (PBCSD 0755) form – to be completed by a parent*

During their interviews, Dr. Gibbons and Ms. Henderson said cheerleading is recognized as a club and not a sport. Therefore, travel arrangements for the cheerleaders are not the same as travel arrangements for athletics. Travel arrangements for cheerleaders should adhere to the District Field Trips policy, which requires approval from the principal, and the completion of following District forms before transporting cheerleaders to in-county extracurricular events.

- The Field Trip/Activity Planning Report and Approval Request (PBSD, 1894), (**Exhibit 11**).
- Field Trip Permission/Release (PBCSD 0755) (**Exhibit 12**).

The February 17, 2020, email exchanges between Ms. Henderson and Ms. Flowers show that Ms. Henderson told Ms. Flowers that the 21 cheerleaders listed in the email could not travel to off campus events because Ms. Flowers did not submit any athletic packets. Ms. Flowers admitted that she did not provide Ms. Henderson with athletic packets. Ms. Flowers provided the OIG 15 cheerleaders Athletic Eligibility for Middle School Packets (PBSD 1588MS). Of the 21 cheerleaders listed in the February 17-20, 2020, email, 15 cheerleaders submitted athletic packets. Of the 15 athletic packets, 12 athletic packets showed the District's Field Trip Permission/release Form (PBSD 0755); the Field Trip Permission/Release Forms did not show a destination to where the cheerleaders were transported per the District Field Trip Policy, and the Field Trip/Activity Planning Report and Approval Request form was not completed. Furthermore, the District's Image Quest program does not show historical information that a field trip was approved on February

24, 2020, to Crestwood Middle School or March 2, 2020, Polo Park Middle school (**Exhibit 10**).

Ms. Flowers said on February 24, 2020, and March 2, 2020, Belle Glade Student ACES Program transported cheerleaders to Crestwood and Polo Park Middle Schools. Crestwood Middle School Athletic Director Tim Finan provided an email photo to Ms. Henderson showing the cheerleaders were transported to Crestwood Middle School (**Exhibit 5**). Dr. Gibbons stated he did not approve for the Belle Glade Student ACES Program to transport the cheerleaders to the extracurricular events (**Exhibits 1, 2**). Ms. Flowers admitted she was not fully aware of the District's protocols regarding cheerleaders being transported to off campus events. Upon reviewing documentation and conducting interviews, OIG determined there was sufficient evidence to prove that Ms. Flowers did not complete the required District Field Trip forms and did not obtain the Principal or parents approval prior to the Belle Glade Student ACES Program transporting the cheerleaders to the off campus events, and as such Allegation 1 was **Substantiated**.

ALLEGATION 2

It is alleged that Lake Shore Middle School Teachers violated School Board Policy 3.01, Policy for Bargaining Unit Employees and the Collective Bargaining Agreement between The School Board of Palm Beach County, Florida and The Palm Beach County Classroom Teachers Association, Article III- Working Conditions, Section B- Employee's Hours and Conditions. Instructional faculty staff members did not attend the District Professional Development Day (PDD) Training on February 28, 2020.

Per the Collective Bargaining Agreement between the School Board of Palm Beach County, Florida and the Palm Beach County Classroom Teachers Associations, page-57, subsection-d.

- d. "Employees are required to work on Professional Development days as scheduled on the District Calendar. Any employee wishing time off on a Professional Development day must request and be approved for paid or unpaid personal leave or sick leave" (**Exhibit 13**).

WITNESS INTERVIEW[S]

On October 15, 2020, a sworn recorded interview of Lake Shore Middle School Principal Dr. Carl Gibbons was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Dr. Gibbons as it relates to Allegation 2:

Professional Development is a process that is used continuously to develop classroom teachers and non-instructional staff members regarding different pedagogical studies and or various initiatives (safety protocols) within the school to strengthen teacher-student

instructions. Professional Development Day (PDD) training is mandatory if identified on the District school calendar. Lake Shore Middle School adheres to the mandatory training to ensure compliance with the School District protocols regarding promoting rigorous teacher/student development.

Dr. Gibbons said he does recall a mandatory PDD training on February 28, 2020, and that he attended the training. At the beginning of the training, directions were provided to all staff regarding the various break-out sessions and that sign-in logs were available for staff signatures at the breakout sessions. He physically checked in on the various training sessions throughout the day. Staff is required to sign the sign-in logs at the break-out sessions they attend.

Dr. Gibbons said he could determine which teachers were present on February 28, 2020, by using various measures such as cross-referencing the initial morning meeting sign-in logs, the individual break-out session sign-in forms, the Temporary Duty Elsewhere (TDE) forms, and the Temporary Leave Elsewhere (TLE) forms. The TDE and TLE forms will provide a specific reason if a teacher was not present during Professional Development Training.

Dr. Gibbons said from his understanding; PDD is a required duty day that staff must attend. If a teacher is absent during PDD, the District will pay those teachers providing they have submitted a TDE or TLE and have available leave. If a teacher does not have sufficient leave, then payroll will make adjustments to reflect the absence.

Assistant Principal Shawn Schwartztrauber is responsible for maintaining PDD training sign-in records, and his (Dr. Gibbons') confidential secretary Marili Torres is responsible for the sign-in logs regarding staff payroll.

Dr. Carl Gibbons stated he did not exempt any teachers from attending the February 28, 2020, PDD training. If a teacher was, absent on the training day, the teacher would have submitted a TDE or TLE form.

On October 27, 2020, a sworn recorded interview of Lake Shore Middle School Assistant Principal Shaun Schwartztrauber was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Mr. Schwartztrauber as it relates to Allegation 2:

Mr. Schwartztrauber said there was a PDD training at Lake Shore Middle School on February 28, 2020, and that he attended the training. All teachers were present during the morning training inside the media center. At the morning session, training sign-in logs were available for teachers to sign. At the afternoon training session, the staff was instructed to break out into various content area sessions. He (Mr. Schwartztrauber) was responsible for English Language Acquisition (ELA), Reading, and Math break-out sessions.

Mr. Schwartztrauber said typically, sign-in/out logs are not provided during the afternoon break-out sessions, depending on the facilitator. Ordinarily, if a school-based session occurs at the school, an original sign-in log form is used. If a District staff member leads a training session, they would have or use a different sign-in log.

Mr. Schwartztrauber provided the OIG sign-in logs for the February 28, 2020, morning Professional Development training (**Exhibit 14**).

On October 27, 2020, a sworn recorded interview of Lake Shore Middle School Assistant Principal Dr. Lakisha Burden was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Dr. Burden as it relates to Allegation 2:

Dr. Burden said she did attend the PDD training on February 28, 2020. On the same date in the morning, there was a mass PDD training in the school's media center; and after lunch, teachers were instructed to break out into the various department groups. Her (Dr. Burden) responsibilities were to supervise the social studies and electives departments. Dr. Burden said teachers are required to complete the sign-in/out forms to show that they attended the PDD training. Department Chairs conduct the break-out training sessions and provide the sign-in logs for teachers to complete. The sign-in/out forms are turned into the respective Assistant Principal or the Principal's Secretary. The school secretary is responsible for maintaining PDD training records. Sign-in logs were provided for teachers that attended the social studies and electives break-out sessions.

Dr. Burden said Principal Carl Gibbons did not exempt teachers from attending the February PDD training, nor did she exempt teachers from attending the PDD training. Emails were forwarded advising staff that PDD training is a requirement per the CTA bargaining agreement.

On October 27, 2020, a sworn recorded interview of Lake Shore Middle School Reading Coach Cindy Pedraza was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Ms. Pedraza as it relates to Allegation 2:

Ms. Pedraza said she attended the February 28, 2020, PDD training and facilitated a break out session regarding English Language Acquisition (ELA) and Reading. She maintained the staff signature log for the session she facilitated and provided the OIG a copy. From her understanding, teachers are required to sign the sign-in logs at the morning training inside the media center and the different break-out sessions in the afternoon. She is the ELA school contact, and she submits the sign-in logs to the Principal's secretary and scans a copy of the sign-in logs to the District "e-Learning" system (**Exhibit #15**).

On October 27, 2020, a sworn recorded interview of Lake Shore Middle School Exceptional Student Education Coordinator Cynthia Harrell-Baker was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual

and paraphrased statements made by Ms. Harrell-Baker as it relates to Allegation 2:

PDD is training provided to all non-instructional staff members and to all teachers from various instructional departments that will enhance student-teaching strategies. Outside staff, such as District officials or school administrators may facilitate PDD training. Ms. Harrell-Baker stated she attended and assisted with coordinating February 28, 2020, PDD training at Lake Shore Middle School. She completed the PDD sign-in/out roster inside the media center and provided the OIG copies of the Exceptional Student Education (ESE) Department's break out session sign-in log (**Exhibit #16**). Ms. Harrell-Baker said ESE Teacher Tawanda Flowers did not attend the February 28, 2020, Professional Development Day Training and did not complete a Temporary Duty Elsewhere (TDE) form.

On October 29, 2020, a sworn recorded interview of Lake Shore Middle School Avid Coordinator Dr. Wilhelm Jacobs was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Dr. Jacobs as it relates to Allegation 2:

Dr. Jacobs said she attended the February 28, 2020, PDD training in the morning inside the school's media center and facilitated a break-out session in the afternoon. Dr. Jacobs said she provided a sign-in/out form for teachers that attended her break out session to sign. Dr. Jacob provided the OIG a copy of the February 28, 2020, sign-in log for the break-out session she facilitated (**Exhibit 17**).

On October 29, 2020, a sworn recorded interview of Lake Shore Middle School Single School Culture Magnolia Montilla was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by Ms. Montilla as it relates to Allegation 2:

Ms. Montilla stated she attended the February 28, 2020, PDD training and facilitated a break-out session training. She signed the staff sign-in log to show that she attended/facilitated the training. At break-out sessions, facilitators provide sign-in logs for teachers to sign. Ms. Montilla provided the OIG a copy of the staff sign-in logs for the break-out session that she facilitated (**Exhibit 18**).

On November 12, 2020, a sworn recorded interview of Lake Shore Middle School Exceptional Student Education (ESE) and Cheerleader Sponsor Tawana Flowers was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by "Ms. Flowers" as it relates to Allegation 2:

Ms. Flowers stated she did not attend the February 28, 2020, PDD training because she had an approved TDE. Ms. Flowers provided the OIG a copy of the TDE dated February 28, 2020, and a copy of a February 27, 2020, email to the Principal's Secretary Marili Torres indicating her reason for submitting the TDE (**Exhibit 19**).

On January 12, 2021, an interview of Accounting and Payroll Administrative Assistant to the Director Maria Telfair was conducted at the District's Main Office (A-323) in West Palm Beach, FL. The following represents actual and paraphrased statements made by Ms. Telfair" as it relates to Allegation 2:

Ms. Maria Telfair of the District's Accounting and Payroll Department stated the District paid the Lake Shore Middle School teachers that did not attend the February 28, 2020 PDD training appropriately because the teachers had sufficient accrued leave or an approved TDE assignment on February 28, 2020 (**Exhibit #20**).

RECORDS ANALYSIS

Exhibit 13: 2017-20, CBA & 2020 District School Calendar

Exhibit 14: Feb 28, 2020, PDD morning session staff sign-in log

Exhibit 15: Pedraza, Feb 28, 2020, PDD afternoon session staff sign-in log

Exhibit 16: Harrell-Baker, Feb 28, 2020, PDD afternoon session sign-in log

Exhibit 17: Jacob, Feb 28, 2020, PDD afternoon session sign-in log

Exhibit 18: Montilla Feb 28, 2020, PDD afternoon session sign-in log

Exhibit 19: Flowers Feb 28, 2020, TDE

Exhibit 20: Lake Shore M.S. Staff Time Sheets (1-9)

Exhibit 21: District School Calendar 2019-20

Exhibit 22: T.Flowers 20-day letter email reply

On November 17, 2020, OIG staff reviewed the Teachers 2017-20 Collective Bargaining Agreement pertaining to Professional Development Day Trainings. The review disclosed the following:

Per the Collective Bargaining Agreement, "Employees are required to work on Professional Development days as scheduled on the District Calendar. Any employee wishing time off on a Professional Development day must request and be approved for paid or unpaid personal leave or sick leave." The OIG reviewed the February 28, 2020, Professional Development Day (PDD) morning and afternoon sessions staff sign-in logs. The sign-in logs showed instructional faculty member's attendance on February 28, 2020. A review of the District's 2019-20 school calendar shows that a PDD was scheduled to occur on February 28, 2020, throughout the District (**Exhibit 21**). Assistant Principal Schwartrauber and Instructional Department Chairs provided the OIG with the PDD staff sign-in logs, and the Lake Shore Middle School Employee Seniority Teachers List. The Employee Seniority Teachers List showed 52 teachers, of the 52 teachers five teachers were not assigned at Lake Shore Middle School for the 2019-20 school year. The OIG cross-referenced the sign-in logs with the Employee Seniority Teachers List. Of the 47 teachers on the list, 37 teachers attended the morning and afternoon PDD training sessions at Lake Shore Middle School (**Exhibits 15-18**). Of the remaining 10 teachers that did not attend the PDD training, three teachers showed an approved TDE, and seven teachers showed a sick leave justification (**Exhibit 20**).

CONCLUSION

It is alleged that Lake Shore Middle School Instructional Faculty Staff Members did not attend the February 28, 2020, PDD Training and were paid. A review of the Collective Bargaining Agreement between The School Board of Palm Beach County, Florida and the Palm Beach County Classroom Teachers Association, Article-III, Working Conditions, Section B-Employee's Hours and Condition, subsection-d states, "Employees are required to work on Professional Development Days as scheduled on the District Calendar. Any employee wishing time off on a Professional Development Day must request and be approved for paid or unpaid personal leave or sick leave." During the course of the investigation, Senior Investigator Robert Sheppard discovered information that appeared to indicate Instructional Faculty Staff Members did not violate the Collective Bargaining Agreement between the School Board of Palm Beach County, Florida and the Palm Beach County Classroom Teachers Association.


Ms. Telfair of the District's Accounting and Payroll Department stated the District appropriately paid the 10 teachers that did not attend the February 28, 2020, PDD training because the teachers had sufficient accrued leave or an approved TDE assignment on February 28, 2020 (**Exhibit 20**).

Based on the documentation reviewed testimony obtained, OIG staff determined that there was no evidence to prove that Lake Shore Middle School instructional staff members did not attend the February 28, 2020, Professional Development Training and were paid for attending; and as such, Allegation 2 was **Unfounded**.

The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with "beyond a reasonable doubt," which is the more severe test required to convict a criminal and "clear and convincing evidence," a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as "substantiated" means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as "unfounded" means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as "unsubstantiated" means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.


ATTESTATION

I, the undersigned, do hereby swear, under penalty of perjury, to the best of my personal knowledge, information, and belief, the contents of this report are true and accurate; and I have not knowingly or willfully deprived or allowed another to deprive, the subject of the investigation of any rights contained in Sections 112.532 and 112.533, Florida Statutes. This investigation was conducted pursuant to School District Policy 1.092, Inspector General, and in accordance with applicable Principles and Standards for Offices of Inspectors General as published by the Association of Inspectors General.



Robert Sheppard, Senior Investigator

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this 11 day of May, 2021, by Robert Sheppard, Senior Investigator for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.


Signature of Notary Public
 Notary Public or Law Enforcement Officer

This investigation was conducted by Senior Investigator Robert Sheppard, supervised by Director of Investigations Oscar Restrepo and approved by Inspector General Teresa Michael. The investigation was conducted in accordance with guidance from the Association of Inspectors General handbook and within standards as prescribed by Commission for Florida Law Enforcement Accreditation.

Reviewed by:  Date: 5/11/2021
Oscar Restrepo, Director of Investigations

Approved by:  Date: 5/11/21
Teresa Michael, Inspector General

EXHIBIT LIST

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LSMS Faculty Time Sheets 1-9 & Flowers Feb 28, 2020 TDE.....	Exhibit 20
PBSCD 2019-20 School Calendar.....	Exhibit 21
T. Flowers 20-day letter email reply.....	Exhibit 22

DISTRIBUTION LIST

Action Official Distribution:

Vicki Evans-Pare, Director, Employee and Labor Relations
 Carl Gibbons, Principal, Lake Shore Middle School

Information Distribution:

Palm Beach County School Board Members
 Donald E. Fennoy II, Superintendent
 Adult Committee Members
 School District General Counsel
 OIG File

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 1-14-21 Pages: 2
Rec'd: Principal Dr. C. Gibbons
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 2

EXHIBIT #1
Dr. Carl Gibbons
January 14, 2021
Email Reply



Robert Sheppard <robert.sheppard@palmbeachschools.org>

I.G. Investigation/LSMS

3 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Carl Gibbons <carl.gibbons@palmbeachschools.org>

Wed, Jan 13, 2021 at 10:30 AM

Good morning Dr. Gibbons,

I contacted your cell-phone this morning to request a call back, nonetheless, respectfully my reason for contacting you is to ask, "Why did you approve ACE Belle Glade/SouthBay to transport the cheerleaders on February 24, 2020, and March 2, 2020 to extracurricular events???"

Please contact me if you need further clarification

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Carl Gibbons <carl.gibbons@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Thu, Jan 14, 2021 at 9:12 AM

Good morning Mr. Sheppard. I did not approve transportation to any extracurricular activities by the agency mentioned above. I made the initial phone call to the mayors of those respected city municipalities to inquire about possible transportation through their youth initiatives within their city plans. I was under the impression that an "interlocal agreement" with cities and the Palm Beach County schools allowed for possible transportation for student athletes to district scheduled events. I made the phone call to open dialogue about possible options that exist because of our historic transportation issues that exist for Glades Area schools, which includes, funding and bus availability and availability of bus drivers. I was not aware of credentials needed by any school employee of Lake Shore nor am I aware of current credentials related to this investigation besides what is required to coach and receive a coaching supplement or club supplement.

Dr. Carl B. Gibbons
Principal
Lake Shore Middle School
425 W. Canal St. N.
Belle Glade, FL. 33430
561-993-8509- PX 58509

*The function of **education** is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true **education**. Martin Luther King, Jr.*

[Quoted text hidden]

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Carl Gibbons <carl.gibbons@palmbeachschools.org>

Thu, Jan 14, 2021 at 9:18 AM

Thank you for responding promptly...

[Quoted text hidden]

--

Robert L. Sheppard, Jr.

1/14/2021

School District of Palm Beach County Mail - I.G. Investigation/LSMS

Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 3-12-21 Pages: 2
Rec'd: Principal Dr. C. Gibbons
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference # 2

EXHIBIT #2

Dr. Carl Gibbons

March 12, 2021

Email Reply



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Investigation

3 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>

Thu, Mar 11, 2021 at 11:11 AM

To: Carl Gibbons <carl.gibbons@palmbeachschools.org>

Pursuant to our recent phone conversation please respond to the following question via email...

1. Did you know that the cheerleaders were being transported via "ACES" prior to the February 24, 2020, Crestwood Middle School and March 2, 2020, Polo Park Middle School basketball games?
2. Did Ms. Flowers discuss with you that "ACES" was providing transportation for the cheerleaders? If yes when, before or after the trip??

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Carl Gibbons <carl.gibbons@palmbeachschools.org>

Fri, Mar 12, 2021 at 6:56 AM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

1. Did you know that the cheerleaders were being transported via "ACES" prior to the February 24, 2020, Crestwood Middle School and March 2, 2020, Polo Park Middle School basketball games?
No, I made the initial contact with city officials with the thought that all city municipalities have an established "interlocal agreement" with the school district for youth development and youth empowerment built into the municipalities by-law and guidelines.
2. Did Ms. Flowers discuss with you that "ACES" was providing transportation for the cheerleaders? If yes when, before or after the trip?? Ms. Flower's discussed with me the day of the event that the cheerleaders were being prohibited from riding the school district provided transportation at the last minute by the Athletic Director because of paperwork. I indicated that there should be other alternatives we can come up with to prevent not allowing students (children) to participate. Again, I initiated the phone call to the Mayor of Belle Glade in hopes that there was an opportunity within their education partnership "interlocal agreement" that would assist with transporting students to school sponsored events. After that initial call, I left all the particular arrangements up to the city contact person and the coach.

Dr. Carl B. Gibbons
Principal
Lake Shore Middle School
425 W. Canal St. N.
Belle Glade, FL. 33430
561-993-8509- PX 58509

*The function of **education** is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true **education**. Martin Luther King, Jr.*

[Quoted text hidden]

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Carl Gibbons <carl.gibbons@palmbeachschools.org>

Fri, Mar 12, 2021 at 10:10 AM

Thank you sir...

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

[Quoted text hidden]

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 10-29-20 Pages: 1
Rec'd: Cicely Henderson
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 3

EXHIBIT #3

February 17, 2020,

Email exchanges between

Ms. Flowers, Cheerleader Coach

Ms. Henderson, Athletic Director

Mr. Scott, Assistant Principal

Dr. Gibbons, Principal



Cicely Henderson <cicely.henderson@palmbeachschools.org>

Cheerleading

3 messages

Cicely Henderson <cicely.henderson@palmbeachschools.org> Mon, Feb 17, 2020 at 1:49 PM
To: Tawanda Flowers <tawanda.flowers@palmbeachschools.org>
Cc: Corey Scott <corey.scott@palmbeachschools.org>, Carl Gibbons <carl.gibbons@palmbeachschools.org> (2)

Good afternoon Ms. Flowers,
Per our conversations this school year concerning cheerleading, I discussed with you in what capacity will cheerleading be serving: sport or club. I explained to you that if you were operating as a sport, all cheerleaders will need to complete an athletic packet. If you were operating as a club, you needed on the intramural forms to be completed; which I provided both to you electronically.

As of today, I haven't received any athletic forms or intramural forms from any cheerleader; therefore the cheerleading squad is operating as a club and not a sport. The basketball season starts tomorrow. The cheerleaders are welcomed to cheer at home games but they will not be allowed to travel with the basketball teams. If you have any questions, please see me.
Thanks for all you do.

--
Cicely Henderson
Athletic Director
8th Grade Math Teacher

Tawanda Flowers <tawanda.flowers@palmbeachschools.org> Mon, Feb 17, 2020 at 1:52 PM
To: Cicely Henderson <cicely.henderson@palmbeachschools.org>

Will they be able to travel once all forms are in because I do have some of them (4)

[Quoted text hidden]

Cicely Henderson <cicely.henderson@palmbeachschools.org> Mon, Feb 17, 2020 at 1:54 PM
To: Tawanda Flowers <tawanda.flowers@palmbeachschools.org>

All athletic forms, yes (6)
[Quoted text hidden]

RECEIVED
FEB 23 2020
INSPECTOR GENERAL

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 3-9-21 Pages: 1
Rec'd: Cicely Henderson
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 4

EXHIBIT #4

February 20, 2020,

Email exchanges between

Ms. Henderson, Athletic Director

Mr. Finan, Athletic Director



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fwd: Basketball Game

1 message

Cicely Henderson <cicely.henderson@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Mar 9, 2021 at 9:48 AM

FYI

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

From: **Tim Finan** <tim.finan@palmbeachschools.org>
Date: **Thu, Feb 20, 2020** at 7:57 AM
Subject: Basketball Game
To: **Cicely Henderson** <cicely.henderson@palmbeachschools.org>

I just want to confirm that the Cheerleaders will not be coming to the game. If they are, please let me know ASAP and we need to rope off an area for them.

--

Thanks!

Tim Finan
Athletic Director
Crestwood Middle School
64 Sparrow Dr.
Royal Palm Beach, FL 33411
561-753-5014 (PX 55014)

--

Cicely Henderson
8th Grade Math Teacher
Athletic Director
561-829-1137



Google for Education
Certified Educator Level 1

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 3-9-21 Pages: 3
Rec'd: Cicely Henderson
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 5

EXHIBIT #5
February 24, 2020,
Email exchanges between
Ms. Henderson, Athletic Director
Mr. Finan, Athletic Director
&
Photo of
Lake Shore Middle School Cheerleaders



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fwd: Today's Game

1 message

Cicely Henderson <cicely.henderson@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Mar 9, 2021 at 9:48 AM

FYI

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

From: **Tim Finan** <tim.finan@palmbeachschools.org>
Date: Mon, Feb 24, 2020 at 12:13 PM
Subject: Today's Game
To: Cicely Henderson <cicely.henderson@palmbeachschools.org>

My cheer coach said that some of our girls who know your girls said that your cheer team was coming. If this is true I need to know, so I can block off a section for them in the bleachers.

Thanks
Tim

Sent from my iPhone

--
Cicely Henderson
8th Grade Math Teacher
Athletic Director
561-829-1137



Google for Education
Certified Educator Level 1



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fwd: Hmmm

2 messages

Cicely Henderson <cicely.henderson@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Mar 9, 2021 at 10:05 AM

FYI

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

From: **Cicely Henderson** <cicely.henderson@palmbeachschools.org>
Date: Tue, Feb 25, 2020 at 5:44 PM
Subject: Fwd: Hmmm
To: Carl Gibbons <carl.gibbons@palmbeachschools.org>, Corey Scott <corey.scott@palmbeachschools.org>
Cc: Tawanda Flowers <tawanda.flowers@palmbeachschools.org>

Good afternoon Dr. Gibbons,

After I had spoken to administration and the club sponsor about cheerleaders inability to travel due to noncompliance, I received this photograph today showing that LSMS Cheerleading Club cheered at Crestwood yesterday. As cheerleading is a club at LSMS, the athletic department nor I will not be held responsible for any incidents and/or accidents involving LSMS Cheerleading Club. Cheerleading is a club not a sport.

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

From: **Tim Finan** <tim.finan@palmbeachschools.org>
Date: Mon, Feb 24, 2020 at 4:31 PM
Subject: Hmmm
To: **Cicely Henderson** <cicely.henderson@palmbeachschools.org>

Sent from my iPhone

--
Cicely Henderson
Athletic Director
8th Grade Math Teacher

--
Cicely Henderson
8th Grade Math Teacher
Athletic Director
561-829-1137



Google for Education
Certified Educator Level 1



IMG_1697.jpg
1645K

Cicely Henderson <cicely.henderson@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Mar 9, 2021 at 10:06 AM

FYI

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

From: **Carl Gibbons** <carl.gibbons@palmbeachschools.org>
Date: Tue, Feb 25, 2020 at 5:47 PM
Subject: Re: Hmmm
To: Cicely Henderson <cicely.henderson@palmbeachschools.org>
Cc: Corey Scott <corey.scott@palmbeachschools.org>, Tawanda Flowers <tawanda.flowers@palmbeachschools.org>

Yes Ms Henderson the City of Belle Glade along with the ACEs program teen center provided transportation for the cheerleaders.

On Tue, Feb 25, 2020, 5:44 PM Cicely Henderson <cicely.henderson@palmbeachschools.org> wrote:
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To: Cicely Henderson <cicely.henderson@palmbeachschools.org>

Sent from my iPhone

--
Cicely Henderson
Athletic Director
8th Grade Math Teacher

[Quoted text hidden]

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 3-9-21 Pages: 1
Rec'd: Cicely Henderson
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 6

EXHIBIT #6

February 25, 2020,

Email exchanges between

Dr. Gibbons, Principal

Mr. Scott, Assistant Principal

Ms. Henderson, Athletic Director

Ms. Flowers, Cheerleader Coach



IMG_1697.jpg
1645K

Cicely Henderson <cicely.henderson@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Mar 9, 2021 at 10:06 AM

FYI

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

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Date: Tue, Feb 25, 2020 at 5:47 PM
Subject: Re: Hmmm
To: Cicely Henderson <cicely.henderson@palmbeachschools.org>
Cc: Corey Scott <corey.scott@palmbeachschools.org>, Tawanda Flowers <tawanda.flowers@palmbeachschools.org>

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

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Date: Mon, Feb 24, 2020 at 4:31 PM
Subject: Hmmm
To: Cicely Henderson <cicely.henderson@palmbeachschools.org>

Sent from my iPhone

--
Cicely Henderson
Athletic Director
8th Grade Math Teacher

[Quoted text hidden]

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 11-17-20 Pages: 1
Rec'd: Cicely Henderson
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 7

Exhibit #7
Lake Shore Middle School
2020 Boys/Girls
Basketball Schedule
Provided by
Ms. Henderson, Athletic Director



Lake Shore Middle School
Boys & Girls Tentative Basketball Schedule
2020

MJ

Day/Date	Opponent	Time	Location
Tues./2.18	Western Pines**	4:30 pm	Lake Shore
Thurs./2.20	Osceola Creek*	4:30 pm	Lake Shore
Mon./2.24	Crestwood*	4:30 pm	Crestwood
Wed./2.26	Wellington Landings**	4:30 pm	Lake Shore
Mon./3.02	Polo Park*	4:30 pm	Polo Park
Wed./3.04	Western Pines*	4:30 pm	Western Pines
Fri./3.06	Osceola Creek*	4:30 pm	Osceola Creek
Tues./3.10	Crestwood*	4:30 pm	Lake Shore
Thurs./3.12	Wellington Landings*	4:30 pm	Wellington Landings
Mon./3.16	Polo Park**	4:30 pm	Lake Shore

FOR ALL AWAY GAMES, BOYS WILL PLAY FIRST PER HOME SCHOOL RULES

For our home games, boys and girls will alternate who plays 1st.

2/18- Western Pines- Girls Play 1st

2/20-Osceola Creek-Boys play 1st

2/26-Western Pines-Girls Play 1st

3/10-Crestwood- Boys Play 1st

3/16-Polo Park- Girls Play 1st

*Two games LSMS
Cheerleaders traveled to
away games with out
paper paper work*

Home Games in Bold

*Boys play 1st

**Girls play 1st

Principal: Dr. Carl Gibbons

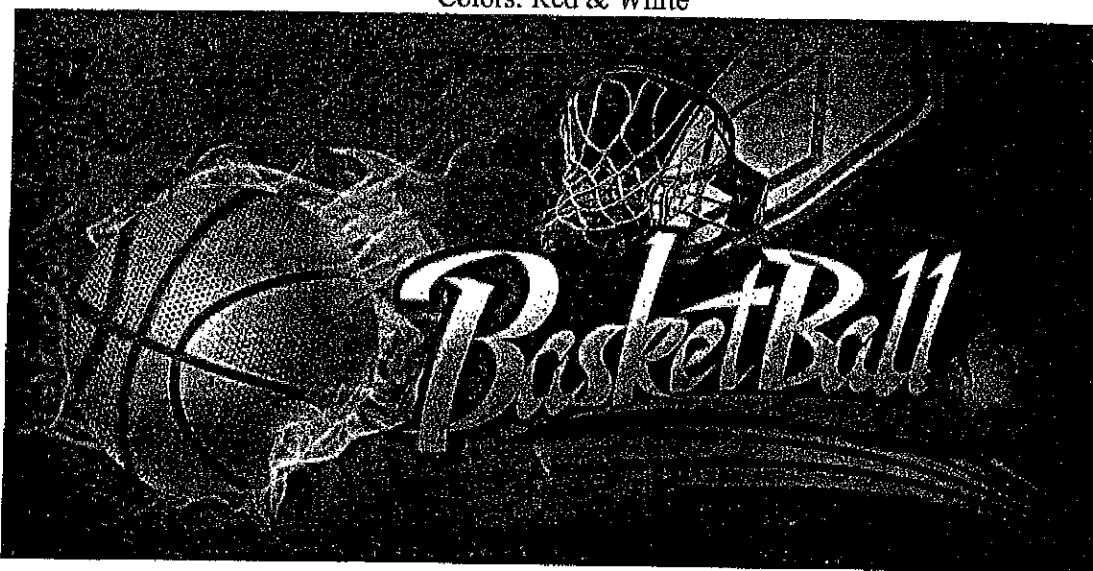
Asst. Principal Athletes: Corey Scott

Boys Head Coach: Alric Arnett

Girls Head Coach: Stephanie Berry

Mascot: Roadrunners

Colors: Red & White



Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 3-9-21 Pages: 1
Rec'd: Cicely Henderson
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 8

EXHIBIT #8

Ms. Henderson

March 9, 2021

Email Reply



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Investigation

2 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Cicely Henderson <cicely.henderson@palmbeachschools.org>

Tue, Mar 9, 2021 at 9:33 AM

Good morning Ms. Henderson,

When you have a moment would you please contact me at (561) 649-6877 or PX#46877..

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Cicely Henderson <cicely.henderson@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Mar 9, 2021 at 10:03 AM

Good morning Mr. Sheppard,
Per our conversation this morning, the question was posed to me, "Did the principal tell me that he authorized ACES to transport the cheerleaders?" My response is yes Dr. Gibbons told me he gave them permission to travel to Crestwood, via ACES vans, for a boy's basketball game. Dr. Gibbons, Mr. Scott (AP over Athletics), and myself had already discussed and agreed the cheerleaders would not be traveling with the basketball teams to any away athletic contests due to fact the proper paperwork had not been completed by the cheerleading team. I also shared this with the cheerleading coach, Ms. Tawanda Flowers.

When I was made aware, via email picture, from Mr. Tim Finan (AD Crestwood), the cheerleaders had traveled to the game, I shared the email with Dr. Gibbons and Mr. Scott to make them aware the cheerleading coach had acted against our decision. This is when I was told by Dr. Gibbons that he had given the cheerleaders permission to go to the game and agreed to the mode of transportation.

[Quoted text hidden]

--
Cicely Henderson
8th Grade Math Teacher
Athletic Director
561-829-1137




Google for Education
Certified Educator Level 1







































Exhibit #9
Palm Beach County School District
Software
“Image Quest Program”
Historical Data
2019-20

77-117

Show System Attributes

 New Search


Drag a column header here to group by that column

View	Edit	PBSD	School or Dept #	School or Dept Name	Field Trip Location	Area	Fiscal Year	Start Date	DocumentType
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2019-2020	3/5/2020	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2019-2020	12/4/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2019-2020	3/5/2020	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2019-2020	2/20/2020	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2019-2020	2/13/2020	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2019-2020	2/8/2020	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2019-2020	5/15/2020	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2019-2020	1/17/2020	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	4/25/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	5/28/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	4/18/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2018-2019	5/21/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	4/11/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	3/13/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	4/4/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2018-2019	5/23/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	3/8/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	3/8/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	2/21/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	2/1/2019	Field Trip Approvals













Page 1 of 7 (129 items)

1 2 3 4 5 6 7

Show System Attributes

 New Search

Drag a column header here to group by that column

View	Edit	PBSD	School or Dept #	School or Dept Name	Field Trip Location	Area	Fiscal Year	Start Date	DocumentType
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	1/26/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2018-2019	2/1/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2018-2019	5/17/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2018-2019	2/22/2019	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	12/13/2018	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	12/12/2018	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2018-2019	12/7/2018	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2018-2019	12/14/2018	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2018-2019	11/9/2018	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2018-2019	9/24/2018	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-State	Glades	2017-2018	5/30/2018	Field Trip Approvals
		1894	1232	LAKE SHORE MIDDLE SCHOOL	In-County	Glades	2017-2018	4/7/2018	Field Trip Approvals

REDACTED

Exhibit #10

Verification for Other Than School Provided
Transportation Forms

OIG Received: December 3, 2020

&

Field Trip Permission/Release Forms
(PBSD 0755)

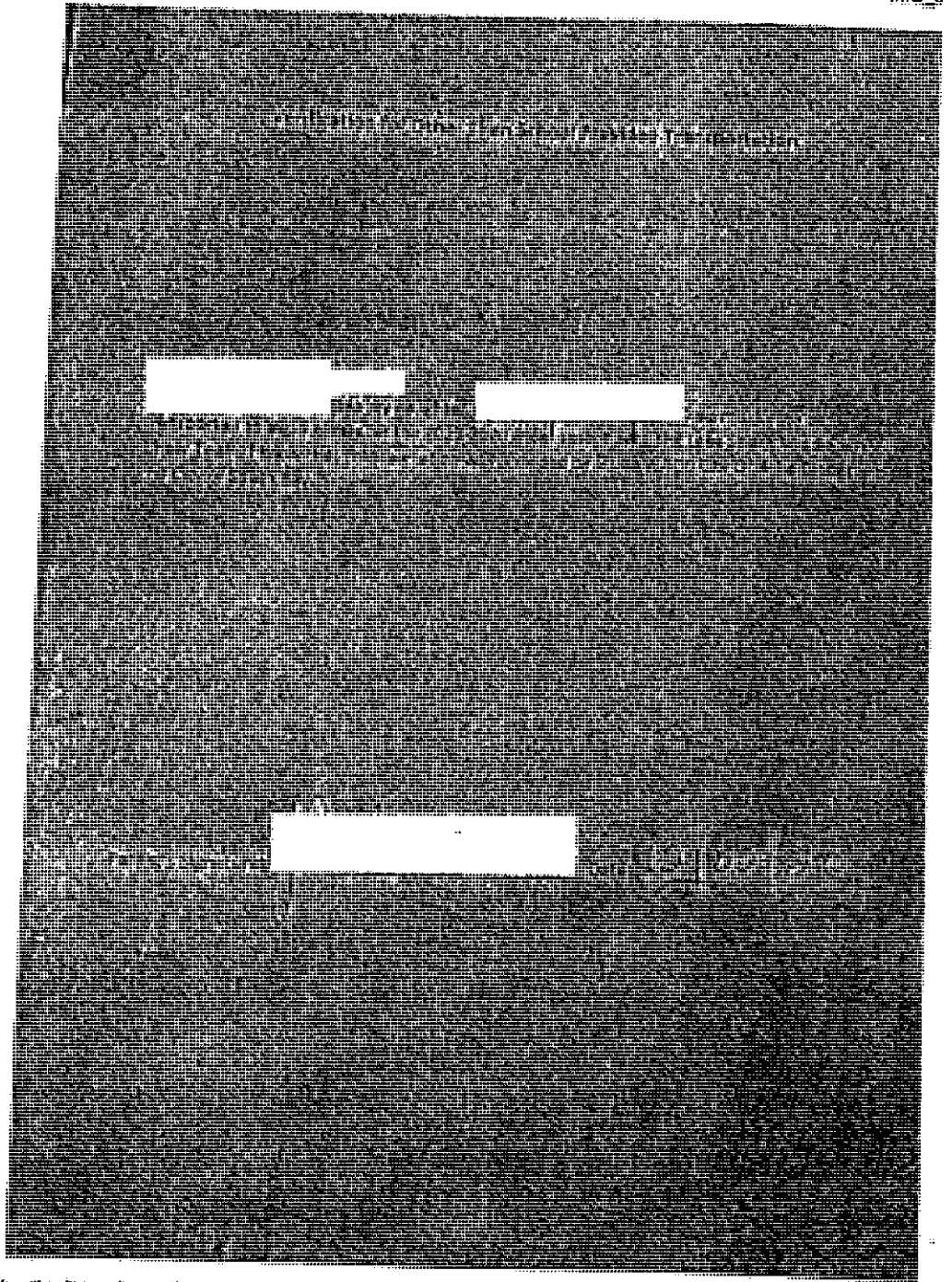
OIG Received; November 12, 2020

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 12-3-20 Pages: 25
Rec'd: TAWanda Flowers
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 10

11-12-20

12/3/2020

IMG #



<https://mail.google.com/mail/u/0/#inbox/%M6qjxwKjnRmLqBFd9dxxFjMMIXXMPkl?prcfactor=1&messagePartId=0.1>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Field Trip Permission/Release

Elementary School Middle School High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed Field Trip Permission to the teacher named below along with payment* if there is a charge. If this Field Trip Permission is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

Form with fields: NAME OF SCHOOL (Lake Shore Middle School), SCHOOL CONTACT (Cicely Henderson, AD), TELEPHONE NUMBER (561-828-1100), TRIP DURATION (Number of Days, Nights), DATE OF DEPARTURE (Athletic Schedule), DEPARTURE TIME (3:00 P.M.), DATE OF RETURN, APPROXIMATE RETURN TIME, DESTINATION (Athletic Event Sites), METHODS OF TRAVEL (School Bus, Private Charter Bus, Walking, Private vehicle, Other), DRIVER (Adult, Student), PURPOSE FOR TRIP (Interscholastic Athletic Events), DESCRIPTION OF SUPERVISION (Coaches supervise teams until contest ends).

Attach any additional pages, if needed, including any relevant provisions by the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may levy a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parent/guardian of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736 and complete the School Volunteer Application (PBSD 0887).

**** Describe the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

Form with fields: NAME OF STUDENT (All sports activities), TRIP DESTINATION, HOME TELEPHONE NUMBER, BUSINESS TELEPHONE NUMBER, CELL NUMBER, EMERGENCY TELEPHONE NUMBER, PHYSICIAN NAME, TELEPHONE NUMBER, STUDENT SWIMMING SKILL LEVEL (Non-swimmer, Beginning, Skilled), MEAL PROVIDED (By Parent, By School).

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for the negligent acts subject to the limits of Section 768.28, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Student Field Trip Consent and Release For Other Than School Provided Transportation

This Student Field Trip Return Travel Consent and Release for Other Than School Provided Transportation form must be signed by the same person who signed the original Field Trip Permit (PBSD 0755)

I am the parent(s)/guardian(s) of Lakeshore Middle a student at Lakeshore Middle School. This consent and release relates to the trip to Games / Volunok Evening

Fill out and check the appropriate box(es) for consent and release:

I have decided that on _____, 20____ I will be transporting my own child to the designated field trip site and plan to deliver my child to the school group at _____ AM PM I will not leave my child unattended at the drop-off and will wait with the child until the group arrives. I understand that if I am not there at the scheduled time to meet the group, the group may not wait and my child may miss the field trip.

I have decided that on _____, 20____ at _____ AM PM when the group is prepared to depart _____ from the field trip, I will be meeting my child at that time and having the child released to me. I will be responsible for transporting my child home. I understand if I am not at the proper location at the scheduled time of departure, my child will stay with the group and be transported by the School District.

My signature(s) below also acknowledges that I have been informed of the reasonably expected hazards associated with this manner of travel in which my child will be using and that I agree to the fullest extent permitted by law, to protect, defend, indemnify and hold harmless:

School, the Palm Beach County School Board and their agents, chaperones, employees, and successors of any and all responsibility and liabilities, obligations, claims, demands, costs and expenses, including attorneys' fees, or demands of any kind and nature, including for any bodily or emotional injury or death, which may arise by, in connection with or resulting from my transporting the child to the field trip and/or removing my child from custody of the School Board on _____, 20____ during the field trip.

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY Elementary School Middle School
Field Trip Permission/Release High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed *Field Trip Permission* to the teacher named below along with payment* if there is a charge. If this *Field Trip Permission* is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lake Shore Middle School		SCHOOL CONTACT G. Henderson/Athletic Director		TELEPHONE NUMBER 561-929-1100 ext.1137
TEACHER		GRADE 6-8	TRIP DURATION Number of Days _____ Nights _____ <input type="checkbox"/> Overnight trip**	
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 3:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
DIRECTION Athletic Events Sites (Home & Away)		<input checked="" type="checkbox"/> In-county <input type="checkbox"/> out-of-county <input type="checkbox"/> out-of-country		NUMBER OF CHAPERONS Male _____ Female _____
METHODS OF TRAVEL (check all that apply) <input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify) _____				
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LOADING (if applicable)		
PURPOSE FOR TRIP To compete in interscholastic athletic competitions				
DESCRIPTION OF SUPERVISION* Coaches and/or Athletic Director will supervise student-athletes				

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parents/guardians of the student travelling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute §27.736 and complete the *School Volunteer Application* (PBSD 0807).

* Describe the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle, initial)		TRIP DESTINATION Athletic Events Sites (Home & Away)		
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER	
PHYSICIAN NAME		TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input checked="" type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled	
OTHER STUDENT INFORMATION (allergies, medical issues, etc., be specific)			MEAL PROVIDED <input type="checkbox"/> By Parent <input type="checkbox"/> By School	

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 768.26, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorney fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Field Trip Permission/Release

Elementary School Middle School
 High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed Field Trip Permission to the teacher named below along with payment* if there is a charge. If this Field Trip Permission is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lake Shore Middle School		SCHOOL CONTACT Cicely Henderson, AD		TELEPHONE NUMBER 661-829-1100
TEACHER		GRADE	TRIP DURATION Number of Days	Nights <input type="checkbox"/> Overnight trip**
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 3:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
DESTINATION Athletic Event Sites		<input checked="" type="checkbox"/> In-county <input type="checkbox"/> out-of-county <input type="checkbox"/> out-of-country		NUMBER OF CHAPERONS Male Female
METHODS OF TRAVEL (check all that apply) <input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify)				
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LICENSE (if applicable) Not Applicable		
PURPOSE FOR TRIP Interscholastic Athletic Events				
DESCRIPTION OF SUPERVISION Coaches supervise teams until contest ends				

** Add any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forego a planned activity or use of a particular item based upon the allocation of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

*** In the event of an overnight trip, students may not be supervised while in assigned rooms.

**** Each parent transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parent/guardian of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736 and complete the School Volunteer Application (PB 52-0001).

! Describe any circumstances or times that the students will NOT be supervised by school staff or adults, although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF PARENT/GUARDIAN (Last, First, Middle Initial)		PHONE NUMBER		STUDENT SIGNATURE
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	ORAL IN-CHARGE	WORK/CELL PHONE NUMBER	
PARENT/GUARDIAN NAME		TELEPHONE NUMBER	STUDENT SIGNATURE (Print Name, Level of Approval)	
OTHER STUDENT INFORMATION (Allergies, Medications, etc., list specific)		<input type="checkbox"/> Non-swimmer <input checked="" type="checkbox"/> Beginning <input type="checkbox"/> Skilled		
		MEAL PROVIDED <input type="checkbox"/> By Parent <input type="checkbox"/> By School		

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 768.28, Florida Statute. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorney fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student waives a medical alert

Signature of Emancipated Student

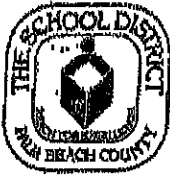
Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Student Field Trip Consent and Release For Other Than School Provided Transportation

This Student Field Trip Return Travel Consent and Release for Other Than School Provided Transportation form must be signed by the same person who signed the original Field Trip Permit (PBSID 0735)

I am the parent(s)/guardian(s) of Wake Shore Middle School a student at Wake Shore Middle School School. This consent and release relates to the trip to _____

Fill out and check the appropriate box(es) for consent and releases:

I have decided that on _____, 20____ I will be transporting my own child to the designated field trip site and plan to deliver my child to the school group at _____ AM PM. I will not leave my child unattended at the drop-off and will wait with the child until the group arrives. I understand that if I am not there at the scheduled time to meet the group, the group may not wait and my child may miss the field trip.

I have decided that on _____, 20____ at _____ AM PM when the group is prepared to depart _____ from the field trip, I will be meeting my child at that time and having the child released to me. I will be responsible for transporting my child home. I understand if I am not at the proper location at the scheduled time of departure, my child will stay with the group and be transported by the School District.

My signature(s) below also acknowledges that I have been informed of the reasonably expected hazards associated with this manner of travel in which my child will be using and that I agree to the fullest extent permitted by law, to protect, defend, indemnify and hold harmless _____ School, the Palm Beach County School Board and their agents, chaperones, employees, and successors of any and all responsibility and liabilities, obligations, claims, demands, costs and expenses, including attorneys' fees, or demands of any kind and nature, including for any bodily or emotional injury or death, which may arise by, in connection with or resulting from my transporting the child to the field trip and /or removing my child from custody of the School Board on _____, 20____ during the field trip.

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY Elementary School Middle School
Field Trip Permission/Release High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed *Field Trip Permission* to the teacher named below along with payment* if there is a charge. If this *Field Trip Permission* is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parties should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lake Shore Middle School		SCHOOL CONTACT C. Henderson/Athletic Director		TELEPHONE NUMBER 561-829-1100 ext.1137	
TRIP DURATION 6-8		TRIP DURATION Number of: Days		Nights <input type="checkbox"/> Overnight trip **	
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 3:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		GUEST PER STUDENT *
DESTINATION Athletic Events Sites (Home & Away)			<input checked="" type="checkbox"/> In-county <input type="checkbox"/> out-of-county <input type="checkbox"/> out-of-country		NUMBER OF CHAPERONS Male Female
METHODS OF TRAVEL (check all that apply) <input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify)					
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LOADING (if applicable)			
PURPOSE FOR TRIP To compete in interscholastic athletic competitions					
DESCRIPTION OF SUPERVISION * Coaches and/or Athletic Director will supervise student-athletes					

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parent/guardian of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736 and complete the *School Volunteer Application* (PBSD 0867).

* Describe the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (Last, First, Middle Initial)		TRIP DESTINATION Athletic Events Sites (Home & Away)			
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER		
PHYSICIAN NAME	TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input checked="" type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled			
OTHER STUDENT INFORMATION (allergies, medications, etc., as specified)					MEAL PROVIDED <input checked="" type="checkbox"/> By Parent <input type="checkbox"/> By School

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 766.26, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempt will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

602

Signature of Emancipated Student

Date

Signature of Parent/Guardian

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Student Field Trip Consent and Release For Other Than School Provided Transportation

This Student Field Trip Return Travel Consent and Release for Other Than School Provided Transportation form must be signed by the same person who signed the original Field Trip Permit (PBSD 0755)

I am the parent(s)/guardian(s) of Lake Shore Middle a student at Lake Shore Middle School. This consent and release relates to the trip to Spartan Events

Fill out and check the appropriate box(es) for consent and release:

I have decided that on _____, 20____ I will be transporting my own child to the designated field trip site and plan to deliver my child to the school group at _____ AM PM I will not leave my child unattended at the drop-off and will wait with the child until the group arrives. I understand that if I am not there at the scheduled time to meet the group, the group may not wait and my child may miss the field trip.

I have decided that on _____, 20____ at _____ AM PM when the group is prepared to depart _____ from the field trip, I will be meeting my child at that time and having the child released to me. I will be responsible for transporting my child home. I understand if I am not at the proper location at the scheduled time of departure, my child will stay with the group and be transported by the School District.

My signature(s) below also acknowledges that I have been informed of the reasonably expected hazards associated with this manner of travel in which my child will be using and that I agree to the fullest extent permitted by law, to protect, defend, indemnify and hold harmless _____

School, the Palm Beach County School Board and their agents, chaperones, employees, and successors of any and all responsibility and liabilities, obligations, claims, demands, costs and expenses, including attorneys' fees, or demands of any kind and nature, including for any bodily or emotional injury or death, which may arise by, in connection with or resulting from my transporting the child to the field trip and /or removing my child from custody of the School Board on _____, 20____ during the field trip.

[Signature]
Signature of Parent/Guardian

10/8/19
Date

Signature of Parent/Guardian

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY Elementary School Middle School
Field Trip Permission/Release High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed *Field Trip Permission* to the teacher named below along with payment* if there is a charge. If this *Field Trip Permission* is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lake Shore Middle School		SCHOOL CONTACT C. Henderson/Athletic Director		TELEPHONE NUMBER 561-829-1100 ext.1137
TEACHER		GRADE 6-8	TRIP DURATION Number of Days _____ Nights _____ <input type="checkbox"/> Overnight trip**	
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 3:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
DESTINATION Athletic Events Sites (Home & Away)			NUMBER OF CHAPERONS Male _____ Female _____	
METHODS OF TRAVEL (check all that apply) <input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify) _____				
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LOADING (if applicable)		
PURPOSE FOR TRIP To compete in interscholastic athletic competitions				
DESCRIPTION OF SUPERVISION + Coaches and/or Athletic Director will supervise student-athletes				

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parent/guardian of the student-travelling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute §27.736 and complete the *School Volunteer Application* (PBSD 0087).

+ Describe the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle initial)		TRIP DESTINATION Athletic Events Sites (Home & Away)		
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER	
PARENT/GUARDIAN NAME		TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input type="checkbox"/> Non-swimmer <input checked="" type="checkbox"/> Beginning <input type="checkbox"/> Skilled	
OTHER STUDENT INFORMATION (allergies, medications, etc., be specific)			MEAL PROVIDED <input type="checkbox"/> By Parent <input checked="" type="checkbox"/> By School	

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 766.28, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student

11/5/19
Date

Signature of Parent/Guardian

10/5/19
Date

Verification for Other Than School Provided Transportation

I _____ gave my daughter _____ permission to be transported to away games for the 2019-2020 cheer season with the Lake Shore Middle School Cheer Team. I know that Transportation was provided by Student ACE(City Of Belle Glade) and the City of South Bay.

Parent's Signature _____

Date: _____

12/2/20



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Field Trip Permission/Release

Elementary School Middle School
 High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed Field Trip Permission to the teacher named below along with payment* if there is a charge. If this Field Trip Permission is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lake Shore Middle School		SCHOOL CONTACT Closely Henderson, AD		TELEPHONE NUMBER 681-828-1100
TEACHER		GRADE	TRIP DURATION Number of Days Nights <input type="checkbox"/> Overnight trip**	
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 9:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
DESTINATION Athletic Event Sites		<input checked="" type="checkbox"/> In-county <input type="checkbox"/> out-of-county <input type="checkbox"/> out-of-country		NUMBER OF CHAPERONS Male Female
METHODS OF TRAVEL <i>Circle all that apply</i> <input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle** <input type="checkbox"/> Other (specify)				
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LOADING (if applicable) Not Applicable		
PURPOSE FOR TRIP Interscholastic Athletic Events				
DESCRIPTION OF SUPERVISION Coaches supervise teams until contest ends				

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forgive a physical activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parent/guardian of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.738 and complete the School Volunteer Application (FBS 0097).

† Consider the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle initial)		TRIP DESTINATION		
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	BILL NUMBER	EMERGENCY TELEPHONE NUMBER	
PHYSICIAN NAME		TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input checked="" type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled	
OTHER STUDENT INFORMATION (allergies, medications, etc., if applicable)			MEAL PROVIDED <input type="checkbox"/> By Parent <input type="checkbox"/> By School	

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 768.28, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees, in the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

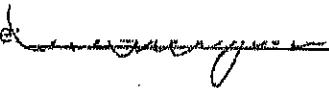
Signature of Emancipated Student _____ Date 2/7/2020

Signature of Parent/Guardian _____ Date 2/7/2020

Verification for Other Than School Provided Transportation

I _____ gave my daughter _____ permission to be transported to away games for the 2019-2020 cheer season with the Lake Shore Middle School Cheer Team. I know that Transportation was provided by Student ACE (City Of Belle Glade) and the City of South Bay.

Parent's Signature



Date:

12/3/20



THE SCHOOL DISTRICT OF PALM BEACH COUNTY Elementary School Middle School
Field Trip Permission/Release High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed *Field Trip Permission* to the teacher named below along with payment* if there is a charge. If this *Field Trip Permission* is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lake Shore Middle School		SCHOOL CONTACT Cicely Henderson, AD		TELEPHONE NUMBER 561-829-1100
TEACHER		GRADE	TRIP DURATION Number of: Days _____ Nights _____ <input type="checkbox"/> Overnight trip **	
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 3:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
DESTINATION Athletic Event Sites			NUMBER OF CHAPERONS Male _____ Female _____	
METHODS OF TRAVEL (check all that apply) <input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify) _____				
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LODGING (if applicable) Not Applicable		
PURPOSE FOR TRIP Interscholastic Athletic Events				
DESCRIPTION OF SUPERVISION + Coaches supervise teams until contest ends				

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parents/guardians of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736 and complete the *School Volunteer Application* (FBSD 0087).

+ Describe the circumstances or times that the students will NOT be supervised by school staff or parents, although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle initial)		TRIP DESTINATION		
HOME TELEPHONE NUMBER 11011	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER 11011	
PHYSICIAN NAME A. A.	TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled		
OTHER STUDENT INFORMATION (allergies, medications, etc., be specific)			MEAL PROVIDED <input type="checkbox"/> By Parent <input type="checkbox"/> By School	

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 768.28, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student

Date

Signature of Parent/Guardian

Date

5-1-19

Verification for Other Than School Provided Transportation

I ~~_____~~ gave my daughter ~~_____~~ permission to be transported to away games for the 2019-2020 cheer season with the Lake Shore Middle School Cheer Team. I know that Transportation was provided by Student ACE (City Of Belle Glade) and the City of South Bay.

Parent's Signature: _____ Date: 12/2/2020



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Field Trip Permission/Release

Elementary School Middle School High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return this completed Field Trip Permission to the teacher named below along with payment* if there is a charge. If this Field Trip Permission is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

Form with fields for School Name (Lake Shore Middle School), School Contact (Cissy Henderson, AD), Telephone Number (681-829-1100), Teacher, Grade, Trip Duration (Number of Days, Nights), Date of Departure (Athletic Schedule), Departure Time (3:00), Date of Return, Approximate Return Time, Destination (Athletic Event Sites), Methods of Travel (School Bus, Private Charter Bus, Walking, Private vehicle, Other), Driver (Adult, Student), Purpose for Trip (Interscholastic Athletic Events), and Description of Supervision (Coaches supervise teams until contest ends).

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forfeit a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parents/guardians of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.336 and complete the School Volunteer Application (PASS 0887).

† Describe the circumstances or times that the student will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

Form with fields for Parent/Guardian Name, Home Telephone Number, Business Telephone Number, Cell Number, Emergency Telephone Number, Physical Name, Telephone Number, Student Swimming Skill Level (Non-swimmer, Beginning, Skilled), and Meal Provided (By Parent, By School).

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 768.28, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student

Date

2/3/2020

Signature of Parent/Guardian

Date

2/3/20

Verification for Other Than School Provided Transportation

I _____ gave my daughter _____ permission to be transported to away games for the 2019-2020 cheer season with the Lake Shore Middle School Cheer Team. I know that Transportation was provided by Student ACE (City Of Belle Glade) and the City of South Bay.

Parent's Signature: _____ Date: 12-2-20

Verification for Other Than School Provided Transportation

I, _____ gave my daughter _____ permission to be transported to away games for the 2019-2020 cheer season with the Lake Shore Middle School Cheer Team. I know that Transportation was provided by Student ACE (City Of Belle Glade) and the City of South Bay.

Parent's Signature: _____

Date: _____

12-2-20

Verification for Other Than School Provided Transportation

I _____ gave my daughter _____ permission to be transported to away games for the 2019-2020 cheer season with the Lake Shore Middle School Cheer Team. I know that Transportation was provided by Student ACE (City Of Belle Glade) and the City of South Bay.

Parent's Signature: _____

Date: _____

12/03/2020

Verification for Other Than School Provided Transportation

I _____ gave my daughter / _____ permission to be transported to away games for the 2019-2020 cheer season with the Lake Shore Middle School Cheer Team. I know that Transportation was provided by Student ACE (City Of Belle Glade) and the City of South Bay.

Parent's Signature: _____

Date: 12-03-20



THE SCHOOL DISTRICT OF PALM BEACH COUNTY Elementary School Middle School
Field Trip Permission/Release High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed *Field Trip Permission* to the teacher named below along with payment* if there is a charge. If this *Field Trip Permission* is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lakeshore Middle School		SCHOOL CONTACT C. Henderson/Athletic Director		TELEPHONE NUMBER 561-829-1100 ext. 1137	
TEACHER		GRADE 6-8	TRIP DURATION Number of Days		Nights <input type="checkbox"/> Overnight trip**
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 3:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		COST PER STUDENT*
DESTINATION Athletic Events Sites (Home & Away)			<input checked="" type="checkbox"/> In-county <input type="checkbox"/> out-of-county <input type="checkbox"/> out-of-country	NUMBER OF CHAPERONS Male Female	
METHODS OF TRAVEL (check all that apply)					
<input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify)					
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LODGING (if applicable)			
PURPOSE FOR TRIP To compete in interscholastic athletic competitions					
DESCRIPTION OF SUPERVISION* Coaches and/or Athletic Director will supervise student-athletes					

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forge a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parents/guardians of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736 and complete the *School Volunteer Application* (PBSD 0687).

* Describe the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle initial) 1		TRIP DESTINATION Athletic Events Sites (Home & Away)			
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER		
PHYSICIAN NAME		TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input checked="" type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled		
OTHER STUDENT INFORMATION (allergies, medical alerts, etc., be specific)					LEGAL PROVIDED <input checked="" type="checkbox"/> By Parent <input type="checkbox"/> By School

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 768.28, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student _____ Date _____

Signature of Parent/Guardian _____

08.10.2019
Date

Signature of Parent/Guardian _____

Date _____



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Field Trip Permission/Release

Elementary School Middle School
 High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed Field Trip Permission to the teacher named below along with payment* if there is a charge. If this Field Trip Permission is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 16 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Laka Shore Middle School		SCHOOL CONTACT Clicely Henderson, AD		TELEPHONE NUMBER 561-829-1100
TRIP DATE		GRADE	TRIP DURATION Number of Days _____ Nights _____ <input type="checkbox"/> Overnight Trip**	
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 8:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
DESTINATION Athletic Event Sites		<input checked="" type="checkbox"/> In-county <input type="checkbox"/> out-of-county <input type="checkbox"/> out-of-county		NUMBER OF CHAPERONS Male _____ Female _____
METHODS OF TRAVEL (check all that apply) <input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify) _____				
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LOADING (if applicable) Not Applicable		
PURPOSE FOR TRIP Inter-scholastic Athletic Events				
DESCRIPTION OF SUPERVISION Coaches supervise teams until contest ends				

attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parent/guardians of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 327.230 and complete the School Volunteer Application (PBSB-0387).

† Complete the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle initial)		TRIP DESTINATION		
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER	
PHYSICIAN NAME		TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input checked="" type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled	
OTHER STUDENT INFORMATION (allergies, medications, etc., be specific)			MEAL PROVIDED <input type="checkbox"/> By Parent <input type="checkbox"/> By School	

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered by my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 766.20, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorney fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of an accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student

Date

2/3/2020

Signature of Parent/Guardian

Date

2/3/2020



THE SCHOOL DISTRICT OF PALM BEACH COUNTY Elementary School Middle School
Field Trip Permission/Release High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed *Field Trip Permission* to the teacher named below along with payment* if there is a charge. If this *Field Trip Permission* is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lake Shore Middle School		SCHOOL CONTACT C. Henderson/Athletic Director		TELEPHONE NUMBER 561-829-1100 ext.1137
TEACHER		GRADE 6-8	TRIP DURATION Number of Days _____ Nights _____ <input type="checkbox"/> Overnight trip**	
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 3:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	COST PER STUDENT**
DESTINATION Athletic Events Sites (Home & Away)			<input checked="" type="checkbox"/> In-county <input type="checkbox"/> out-of-county <input type="checkbox"/> out-of-country	NUMBER OF CHAPERONS Male _____ Female _____
METHODS OF TRAVEL (check all that apply) <input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify) _____				
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student		LICENSE (if applicable)		
PURPOSE FOR TRIP To compete in interscholastic athletic competitions				
DESCRIPTION OF SUPERVISION* Coaches and/or Athletic Director will supervise student-athletes				

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parent/guardians of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736 and complete the *School Volunteer Application* (PBSD 0887).

* Describe the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle initial) [Handwritten Name]		TRIP DESTINATION Athletic Events Sites (Home & Away)		
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER	
PARENT/GUARDIAN NAME [Handwritten Name]		TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input checked="" type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled	
OTHER STUDENT INFORMATION (allergies, medications, etc., be specific)			MEAL PROVIDED <input type="checkbox"/> By Parent <input checked="" type="checkbox"/> By School	

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 768.28, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student

Date 2/10/20

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date 2/10/20



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Field Trip Permission/Release

Elementary School Middle School
 High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section I. Return the completed Field Trip Permission to the teacher named below along with payment if there is a charge. If this Field Trip Permission is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL Lake Shore Middle School		SCHOOL CONTACT Closely Henderson, AD		TELEPHONE NUMBER 561-828-1100
TEACHER		GRADE	TRIP DURATION Number of Days	
DATE OF DEPARTURE Athletic Schedule	DEPARTURE TIME 9:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	DATE OF RETURN	Nights	<input type="checkbox"/> Overnight trip **
DESTINATION Athletic Event Sites		APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		COST PER STUDENT*
NUMBER OF TRAVEL (School of that apply)		<input checked="" type="checkbox"/> In-county <input type="checkbox"/> Out-of-county <input type="checkbox"/> Out-of-country		NUMBER OF CHAPERONS Male Female
<input checked="" type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Private vehicle** <input type="checkbox"/> Other (specify)				
DRIVER <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Student	LOCATION (if applicable) Not Applicable			
PURPOSE FOR TRIP Inter-scholastic Athletic Events				
DESCRIPTION OF SUPERVISION Coaches supervise teams until contest ends				

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parents/guardians of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.735 and complete the School Volunteer Application (PBSD 0807).

**** Consider the situation and ensure that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle initial)		TRIP DESTINATION Sports	
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER
PHYSICIAN NAME	TELEPHONE NUMBER 5	STUDENT SWIMMING SKILL LEVEL (if applicable) <input checked="" type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled	
OTHER STUDENT INFORMATION (allergies, medications, etc., see 4046(R))		MEAL PROVIDED <input type="checkbox"/> By Parent <input type="checkbox"/> By School	

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for the negligent acts subject to the limits of Section 700.20, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student

Date

2/2/2020

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

2/3/2020

EXHIBIT #11
Palm Beach County School District
Form, PBSB 1894
Field Trip/Activity Planning
and
Approval Request



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF ACCOUNTING SERVICES

Field Trip/Activity Planning Report and Approval Request

Field Trip Type
 Fiscal Year

Complete this request to receive approval for a field trip or school activity. Review School Board policies

School #	School	Grade Level	Trip Sponsor	Phone / PX	
Activity or Field Trip					
City		State	Country		
Purpose of Activity or Trip					
Start Date	Time	End Date	Time	Request Date	Club or Group
Description of Activity or Trip					

Estimated Costs and Funding Source

Admission/Registration	Transportation	Meals	Lodging	Enrichment Activity	Other Fees	Total Est. Costs	Funding Source
						\$0	Select One <input type="text"/>

Estimated Participants

	Female	Male	Total
# Chaperones	<input type="text"/>	<input type="text"/>	0
# Students Participating	<input type="text"/>	<input type="text"/>	0

Estimated Number of Staff

Custodians	School Police	Substitute Teachers
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Staff (specify) <input type="text"/>		

Transportation and Number of Vehicles Required

Buses	Cars, Vans	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>

If the following items are required, describe the items and indicate who will provide them.

Equipment	<input type="text"/>
Clean-up	<input type="text"/>
Meals/snacks	<input type="text"/>

Field Trip/Activity Planning Report and Approval Request continued

Activity or Field Trip	School #
------------------------	----------

Notes

Funding

No penalty of any type will be imposed against the student based upon a failure to pay. No student shall be denied the right to participate for failure to pay. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity.

Chaperones

All groups going on field trips are required to have sufficient chaperones to ensure each student's safety and to meet the student's personal health and security needs. All chaperones must have a completed and approved **School Volunteer On-Line Application** on record at the school prior to the event (see the School Volunteer Coordinator). Provide a description of circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. (EXAMPLE: When students are on the rides at Disney World they will be treated and will be subject to the same level of supervision by the Disney World staff as any other visitor.) If this request is approved provide a list of all chaperones and their telephone numbers to the principal. Chaperones should be advised that they have the authority to direct students to stop any activity the chaperone deems unsafe or unreasonable. If students refuse to discontinue the activity, the chaperone should report the incident to the teacher/administrator immediately.

Transportation

Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and upon request to the parents/guardians of the student traveling in the vehicle. Volunteer drivers are required to carry minimum insurance requirements as specified by Fla. Stat. 627.736. All volunteer drivers must have a completed and approved **School Volunteer On-Line Application** on record at the school prior to the event (see the School Volunteer Coordinator). The school must obtain a copy of each driver's auto insurance card and license before the event.

Medication/Medical Treatment While Away from School

Each field trip sponsor/coordinator must contact the school nurse to obtain a copy of **School District of Palm Beach County Field Trip Coordinator's Guide to Medications/Treatments While Away from School** and implement the procedures contained therein. Additionally, each field trip sponsor/coordinator must contact the school nurse to obtain a copy of each student's **PBSD 2649, Medical Disclosure & Acknowledgement of Procedures for Administration of Medication and/or Medical Treatment on Field Trips**, and implement the procedures contained therein.

I have completed the eLearning on field trips.

Yes
 No

Signature of Person Completing Form (Required)

Signature of Principal (Required)

Region Select One ▼

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EXHIBIT #12

Palm Beach County School District

Form, PBSO 0755

Field Trip Permission/Release



THE SCHOOL DISTRICT OF PALM BEACH COUNTY Elementary School Middle School
Field Trip Permission/Release High School

Permission is requested for your child (student) to go on a field trip. To give permission for your child to attend this field trip complete the information in Section II. Return the completed *Field Trip Permission* to the teacher named below along with payment* if there is a charge. If this *Field Trip Permission* is not returned, your child will not be permitted to attend. This form must be signed by the parent(s) and student, if over 18 years of age. Both parents should sign if feasible.

SECTION I - TRIP INFORMATION

NAME OF SCHOOL		SCHOOL CONTACT		TELEPHONE NUMBER	
TEACHER		GRADE	TRIP DURATION Number of: Days Nights <input type="checkbox"/> Overnight trip **		
DATE OF DEPARTURE	DEPARTURE TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	DATE OF RETURN	APPROXIMATE RETURN TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		COST PER STUDENT *
DESTINATION <input type="checkbox"/> In-county <input type="checkbox"/> out-of-county <input type="checkbox"/> out-of-country				NUMBER OF CHAPERONS Male Female	
METHODS OF TRAVEL (check all that apply) <input type="checkbox"/> School Bus <input type="checkbox"/> Private Charter Bus <input type="checkbox"/> Walking <input type="checkbox"/> Private vehicle*** <input type="checkbox"/> Other (specify) _____					
DRIVER <input type="checkbox"/> Adult <input type="checkbox"/> Student		LODGING (if applicable)			
PURPOSE FOR TRIP					
DESCRIPTION OF SUPERVISION †					

Attach any additional pages, if needed, including any relevant provisions in the student's IEP or 504 plan.

* No penalty of any type will be imposed against the student based upon a failure to pay for the field trip. No student shall be denied the right to participate for failure to pay for the field trip. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity. This request is for a voluntary payment.

** In the event of an overnight trip, students may not be supervised while in assigned rooms.

*** Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parents/ guardians of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736 and complete the *School Volunteer Application* (PBSD 0887).

† Describe the circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. Parents are encouraged to ask any questions about supervision on trip.

SECTION II - PARENT / LEGAL GUARDIAN APPROVAL

NAME OF STUDENT (last, first, middle initial)		TRIP DESTINATION			
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER	CELL NUMBER	EMERGENCY TELEPHONE NUMBER		
PHYSICIAN NAME		TELEPHONE NUMBER	STUDENT SWIMMING SKILL LEVEL (if applicable) <input type="checkbox"/> Non-swimmer <input type="checkbox"/> Beginning <input type="checkbox"/> Skilled		
OTHER STUDENT INFORMATION (allergies, medications, etc., be specific)				MEAL PROVIDED <input type="checkbox"/> By Parent <input type="checkbox"/> By School	

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I am aware that during this trip certain risks are inherent. I understand that this field trip activity may involve certain conditions, hazards and potential dangers, including those associated with traveling in the above chosen method of travel or those associated with the facilities or property where the field trip will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction. I am participating in these activities of my own free choice. My signature acknowledges that I have been informed of the reasonably expected hazards associated with the field trip in which my child will be participating. The School District recognizes its responsibility for its negligent acts subject to the limits of Section 768.28, Florida Statutes. Based on current Florida Law, the School Board is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School District for all costs, damages and attorneys fees. In the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child. I authorize emergency medical treatment for my child in the event of accident or illness during this field trip.

Check here if the student wears a medical alert

Signature of Emancipated Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

other pertinent information and may include obtaining and/or taking photographs, if possible. For any accidents where injury results in medical care at a hospital or by a physician, the principal/designee shall promptly submit this report to the Risk Management Department. The principal will report these problems to the Area Superintendent. The District's Third Party Administrator department shall conduct an immediate and thorough investigation of catastrophic occurrences and for other accidents will conduct the investigation when a notice of claim is made.

- e. Students may be transported to and from field trips in a school bus, whenever practical, or other vehicles, such as chartered buses and public transportation, to the extent authorized by Fla. Stat. § 1006.22.
- f. Students may also be transported in School District passenger cars or multipurpose passenger vehicles or trucks if this motor vehicle is designed to transport fewer than ten (10) persons which meet all federal motor vehicle safety standards for passenger cars and the standards within Fla. Stat. § 1006.22. Students must be transported in designated seating positions and must use the occupant crash protection systems provided by the manufacturer unless the student's physical condition prohibits such use. The School Board's tort liability for use of motor vehicles owned, maintained, operated or used by the School District is governed by the provisions within Fla. Stat. § 1006.24 (1). Violations of sub-paragraphs (4)(e) or (f) of this Policy may subject an employee to disciplinary action.
- g. Students may be transported to and from field trips in privately owned motor vehicles on a case by case basis as allowed only in the circumstances described within Fla. Stat. § 1006.22 (2). This method of transportation would be allowed if transportation is not available, as a practical matter, using a school bus or School District passenger car. Parents shall be notified in advance of and consent in writing to the intended use of a private vehicle. Volunteer drivers must complete and execute PBSD 2362 and carry the required insurance. This motor vehicle must be designed to transport fewer than ten (10) persons which meet all federal motor vehicle safety standards for passenger cars and the standards within Fla. Stat. § 1006.22. Students must be transported in designated seating positions and must use the occupant crash protection systems provided by the manufacturer unless the student's physical condition prohibits such use. Tort liability for use of private motor vehicles approved for use on field trips is governed by the provisions within Fla. Stat. § 1006.24 (1) and 1006.22 (3).
- h. Notwithstanding the transportation provisions stated above in sub-paragraphs 4 (e),(f), and (g), in an emergency situation constituting an imminent threat to the student's health or safety, school personnel may take whatever steps are necessary under the circumstances to protect the student's health and safety.

5. Parent/Guardian/Emancipated Student Permission and Consent Forms

- a. A student's parent or Guardian or an Emancipated Student shall be notified prior to any trip that the trip is contemplated. The notice shall give the place to be visited, the date, the time of departure and the estimated time of return to the school. A field trip permission form, PBSD 0755, covering each student must be signed by the parent(s)/guardian covering each student, although if the student is emancipated as defined within School Board Policy 5.072, the student's signature shall be required and alone is sufficient.
- b. If in an unusual circumstance a parent/guardian requests to take the student to the location of the field trip or to return the student from a field trip, it is within the principal's discretion, based on safety and disruption factors and the location(s), of the trip, whether to grant permission to the parent/guardian's request. If permission is granted, it is contingent on the parent/guardian signing and agreeing to the terms within the consent and release form to the School District as provided in PBSD 2360.

6. Financing Field Trips

All Arrangements for payment of expenses incurred by individual students, student groups and their chaperones on school related trips shall be the responsibility of the appropriate personnel in the involved school. All such arrangements shall have prior approval of the school principal and others as may be required under appropriate policy. Payments for field trips may include funds from fundraising (pursuant to School Board Policy 2.16) and shall be in compliance with School Board Policy 2.21.

7. Non-school sponsored trips

Chaperones/organizers of trips by groups of students planning to travel under the auspices of an individual or non-school agency must advise parents/guardians and emancipated students in writing that the travel is neither authorized nor sponsored by the school.

Principals should not permit recruiting of student travelers, or planning activities during regular school hours. School employees, acting as individuals, may be permitted to meet prospective student travelers during non-school hours on school premises by following the regular procedures for lease of facilities by outside agencies. Under no circumstances may school activity accounts (internal accounts) be used as a depository/disbursement source for funds for non-school sponsored trips.

8. Forms

All forms mentioned within this Policy are incorporated herein by reference as part of this Policy and can be found on the District website for forms at: <http://www.palmbeachschools.org/forms/>.

STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32 (2); 1001.41 (2); 1001.42 (26); 1001.43 (1)
LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32 (2); 1001.42 (8), (10) & (12); 1001.43 (1), (3) & (5); 1006.22
HISTORY: 6/12/74; 7/18/79; 7/21/82; 1/22/92; 7/7/2010

[Policy 2.40 - Spanish Version.pdf \(44 KB\)](#)

[Policy 2.40 - Portuguese Version.pdf \(61 KB\)](#)



Book	School Board Policies
Section	Ch. 2. General Administration
Title	Field Trips
Code	2.40
Status	Active
Adopted	July 7, 2010
Prior Revised Dates	6/12/74; 7/18/79; 7/21/82; 1/22/92; 7/7/2010

1. Purpose. The purpose of this policy is to set forth standards relating to school sponsored field trips. This policy addresses limitations for scheduling field trips and the procedures for obtaining School District approval, parental permission and approval of chaperones as well as provisions for students' safety, security procedures and transportation alternatives and conditions. Moreover, the policy distinguishes school trips from non-school sponsored trips.

2. Limitation of Field Trips

- a. Students making up the membership of a course of instruction, group of such courses, school organization, school extracurricular activity, or affiliated school organization, shall be permitted to take trips which enhance learning.
- b. Field trips in or out of the county should not negatively impact the student's regular instructional program.

3. Approval of Field Trips

- a. PBSB 1894, the Field Trip/Activity Planning Report and Approval Request must be completed and approved for each field trip. No money is to be raised, plans for trips made, or contracts signed until proper approval has been received. All field trips shall be recorded on the school's calendar with the required documents on file at the site.
- b. In-county field trips - All in-county field trips require the principal's approval.
- c. Out-of-county field trips - Groups planning a trip that will take the group beyond the boundaries of Palm Beach County must obtain approval of the principal, and the area superintendent or designee.
- d. Out-of-state field trips - Groups planning a trip that will take the group beyond the boundaries of Florida must obtain approval of the principal, the area superintendent or designee, Chief Academic Officer, Chief Operating Officer or Chief of Staff.
- e. Out-of-country or overseas trips - Groups planning a trip to a foreign country or any overseas location must obtain prior approval of the principal, superintendent and school board.
 - i. The principal will ensure that at the time the trip is planned there are no travel restrictions or concerns in the area to be visited.

- ii. Immediately prior to departure of the students, the principal will review the State Department website for the alerts on unsafe travel conditions.
- iii. Further, foreign travel activities must include trip cancellation/interruption insurance which will become effective should circumstances warrant School Board action to cancel or interrupt the trip due to activities in the area.

4. Safety and Security of Students for School Sponsored Field Trips

- a. Principals shall ensure that all groups going on field trips have sufficient chaperones to monitor each student and to address the student's personal health and security needs.
- b. Chaperones shall be notified by the school that they are required to adhere to all rules that are followed by School Board employees at all times on the trip and be provided, at a minimum, a brief training session as to their authority. Once approved as a chaperone, the person must register online as a volunteer, (unless the person has already registered as a volunteer for that school year), to ensure clearance prior to the trip pursuant to the District's procedures. A field trip activity roster, PBS Form 2149 must be completed. Field trips shall not be authorized unless each student authorized to attend has the maturity and the skills necessary to participate safely and meaningfully in the activity. Only school-approved persons, including but not limited to students, school staff, parents or other persons assisting a particular student(s), and approved chaperones are allowed to travel with the field trip. Withholding of approval may be based on safety concerns and other good cause factors, but must be compliant with sub-paragraph 4(c) below.
- c. ESE and 504 Accommodations
 - i. Principals shall make reasonable provisions for ESE students and students with a 504 Plan to participate in field trip activities. Federal and State law guarantees that each student with a disability must have an equal opportunity to participate in all extra-curricular activities, including field trips, assuming the student is otherwise qualified to participate.
 - ii. At the time the principal requests transportation services, on the appropriate Mainframe CICS TR71 panel, prior to the field trip, which shall occur as per Policy 2.404 at least two weeks prior to the day of the trip, the principal shall have determined if any of the students to be transported have special transportation needs or accommodations, as specified in their current individualized education program (IEP) or Section 504 Plan. As examples, students may need a specially adapted bus to safely transport a wheelchair, special restraint harness, preferential seating, or have diet restrictions.
 - iii. The principal shall communicate any student's identified special transportation needs or accommodations to the District's Transportation Department on the appropriate Mainframe CICS TR71 panel and ensure that appropriate transportation will be available to serve each student scheduled to travel on the field trip.
 - iv. The principal shall also communicate on the appropriate Mainframe CICS TR71 panel to the District's ESE Department the funding request to meet any student's identified special transportation needs or accommodations, and the funding must be approved by the ESE Director/designee.
 - v. Before the field trip commences, the bus driver(s) must receive a copy of any special service or accommodations the driver(s) is responsible for implementing. The school must ensure the bus driver understands the special service or accommodations and is capable of implementing them. The school must obtain a signed release of information form from the parents prior to the school sharing any disability information with the bus driver(s).
- d. Health, safety or security problems which arise as a result of a field trip shall be reported immediately to the Principal. If there is an accident, the principal/designee shall immediately complete a Student/Visitor Accident Report (PBS Form 0335). This includes identifying any witnesses and identifying and preserving any

EXHIBIT #13
2017-20 Collective Bargaining Agreement
&
The School District of Palm Beach County
School Calendar 2019-20

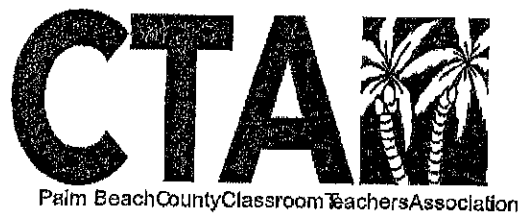
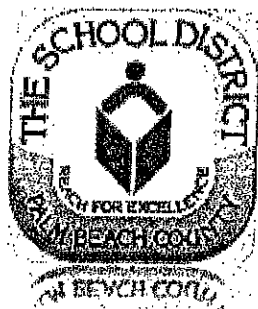
Collective Bargaining Agreement

Between

**The School Board of
Palm Beach County, Florida**

And

**The Palm Beach County
Classroom Teachers Association**



**July 1, 2017 - June 30, 2020
(2020 Modifications)**

ARTICLE III - WORKING CONDITIONS

Section B - Employee's Hours and Conditions (cont'd)

- a. On Professional Development Days, the staff will be provided time to participate in planning and professional development activities to support implementation of the School Improvement Plan.
- b. On student attendance days that are not Professional Development Days, the schedule will be adjusted to compensate for the decrease in instructional time on the Professional Development Days. Any adjustments to the schedule will be made within the provisions of the contract.
- c. Activities on Professional Development Days will directly support implementation of the School Improvement Plan and will focus on collegial planning and training. The SAC and EBC at its discretion may and are encouraged to provide input to the principal regarding activities on these days. In-service points will be awarded for eligible activities, following the District Master In-service Plan Guidelines.
- d. Employees are required to work on Professional Development Days as scheduled on the District Calendar. Any employee wishing time off on a Professional Development Day must request and be approved for paid or unpaid personal leave or sick leave.
- e. With the prior approval of his/her Principal or District supervisor and with the prior approval of the Principal of the school or the District Administrator in charge of a District-sponsored Professional Development activity that the employee wishes to attend, the employee will be allowed to attend the Professional Development activities at another school or other location where such activity is being offered. Such approval shall not be unreasonably withheld. The employee is not eligible for reimbursement of any expenses he/she may incur to attend such Professional Development activity on such days.

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 10-3-20 Pages: 4
Rec'd: Principal Dr. C. Gibbons
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 14

Exhibit #14
February 28, 2020
Lake Shore Middle School
Professional Development Day (PDD)
Morning Session Staff Sign-in Log

Meeting Title: PDD
 Date/Time: FRIDAY, 2/28/2020
 School: LAKE SHORE MS

	PRINT NAME	Employee ID	INITIALS
1	Dr. Wilhelmenia Jacobs	1029237	WJ
2	Tameka Webber	1127378	TW
3	Charmaine Crooks	1124581	CC
4	D Patricia Mendoza	1111046	DM
5	JAMES M. WHITE	1031131	JM
6	Cardyn Rolle	1047341	CR
7	Natasha Demosthene	1098001	ND
8	Jenelle C. Forger	1129753	ACF
9	Arleen G. Daniels	1030361	AD
10	Ethel Butler	1032451	EB
11	Cotisia Williams	1134136	(CW)
12	Richie Lee -	1090878	R.L.
13	Sub Jr Mill	1026257 1026257	J.W.
14	Jeanne West -	1004933	JW
15	D. Clatter -	1052986	DC
16	Fl. Heber	1114217	FL
17	Sabrina Saloom	1043663	SS
18	Danella Bythwood -	1095898	DB
19	Terry Osborne		(Thos)
20	Demetria Worthy		DW
21	Katharine Waldson	1125242	KB

Meeting Title: PDD
 Date/Time: FRIDAY, 2/28/2020
 School: LAKE SHORE MS

	PRINT NAME	Employee ID	INITIALS
22	Trisuba Boto	1122922	TS
23	Lorraine Moreland	1020475	YM
24	Wilvitter King	1030197	WK
25	Dyoranganee Blackmon	1023388	DB
26	Taelyn Seydel	1140824	TS
27	Maria B. Silva	1025472	MB
28	Martha Rivera	1056893	MR
29	VLADIMIR SEVILE	1110021	VS
30	Cicely Henderson	1044675	CH
31	Cynthia Harrell-Baker	1031048	CHB
32	Jymel Andrews	1025372	JA
33	Lavonia Peterson	1024759	LP
34	Marcia Stewart-Thomas	1048104	MS
35	Devon Scott	1127668	DS
36	Trevelta Gilliland	1129301	TG
37	Shawn Schmetz	1070563	SS
38	Jessica Lash	1089294	JL
39	Magnolia Montilla	1042481	MM

LAKE SHORE MIDDLE SCHOOL



TIME	EVENT
8:00 - 8:15 Media Center	Welcome - Dr. Gibbons
8:15 - 9:15 Media Center	EBC Format Training - Jeff Sherels
9:15 - 9:30 Media Center	Teen Center Presentation - Ms. Miller
9:30 - 10:00 Media Center	Getting Connected with Parents
10:00 - 11:15	FSA Testing Administration Training - Ms. Lash (CBT - Media Center) & Ms. Moreland (PBT - Room 1-116)
11:15 - 12:30	~ COMPLIMENTARY LUNCH PROVIDED ~ (OR LUNCH ON YOUR OWN IF YOU PREFER)
12:30	~ Complete SEQ SURVEY in your PM meeting locations ~
12:30 - 3:30 Location Varies	ELA (Room 1-115) & READING (Room 4-210) <input type="checkbox"/> FSA ELA Reading Diagnostic Action Planning <input type="checkbox"/> FSA ELA Reading Countdown Overview and Preparations <input type="checkbox"/> Writing Scoring Calibration (ELA ONLY)
	MATH - 6th Grade (Room 4-206) & 7th/8th Grades (Room 2-203) <input type="checkbox"/> Diagnostic Action Planning <input type="checkbox"/> FSA Math or Algebra EOC Spiral Review & Remediation Preparations
	SOCIAL STUDIES - Room 4-111 <input type="checkbox"/> AVID Strategies <input type="checkbox"/> Civics EOC Diagnostic Action Planning - Review & Remediation Preparations <input type="checkbox"/> 6th and 8th Standards-Based Planning
	SCIENCE - 8th Grade (Room 1-204) & 6th/7th Grades (Room 4-111) <input type="checkbox"/> 8th Grade FSA Science Diagnostic Action Planning - Review & Remediation Preparations <input type="checkbox"/> 6th and 7th Standards-Based Planning
	ELECTIVES - Room 4-111 <input type="checkbox"/> AVID Strategies <input type="checkbox"/> Standards-Based Planning
	ESE - ED Plan Pilot IEP Training - ESE Office (Please bring a fully charged Chromebook)

Dr. Carl Gibbons, Principal



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Teacher List 1.12.21.pdf

1 message

Shaun Schwartztrauber (via Google Drive) <drive-shares-noreply@google.com>
Reply-To: Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org>
To: robert.sheppard@palmbeachschools.org
Cc: carl.gibbons@palmbeachschools.org, shaun.schwartztrauber@palmbeachschools.org

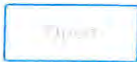
Tue, Jan 12, 2021 at 9:47 AM

shaun.schwartztrauber@palmbeachschools.org has shared the following file:

 [Teacher List 1.12.21.pdf](#)



Please see the attached teacher listing with ID numbers.



Google Drive: Have all your files within reach from any device.
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA



Employee Seniority Teachers

ID	Name	Descr
1031331	White,James M	Tch Middle Physical Ed
1029237	Jacobs,Wilehelmen	Tch Middle Reading
1026149	Osborne Wilson,Terry L	Tch Middle Science 6-8
1021048	Harrell-Baker,Cynthia Y	Tch ESE Coordinator
1038521	Adams,Jennifer L	Tch Middle Media Specialist
1025472	Rodriguez Silva,Maria	Tch ESOL Cert School Counselor
1020475	Moreland,Lorraine	Tch Mid Cert School Counselor
1043765	Estrada,Rafael Esteban	Tch Middle ESOL Coor
1032828	Kysor,Cynthia S <i>not assigned LSMS</i>	Tch Middle Math 6-8
1024759	Peterson,Lavaina V	Tch Middle Reading
1026257	Williams Jr.,John W	Tch Middle Social Science
1043663	Saleem,Samina	Tch Mid Cert School Counselor
1033054	Young,Valerie H	Tch Middle Science 6-8
1020814	Smith,Nancy <i>not assigned LSMS</i>	Tch ESE VE
1053814	Hutchinson,Lovell Z	Tch ESE VE
1053392	Johnson,Anthony D	Tch Middle Math 6-8
1044675	Henderson,Cicely T	Tch Middle Math 6-8
1021486	McDaniels-Owens,Sophia Lorraine	Tch ESE VE
1046200	Flowers,Tawanda Lanell ✓	Tch ESE Intellect Disabled
1032451	Butler,Ethel Barnes	Tch Middle Math 6-8
1025372	Andrews,Jymel D	Tch Mid Cert School Counselor
1083554	Bueno,Guillermo	Tch Middle Other
1095727	Ford Sr.,Terrance James ✓	Tch Middle Physical Ed
1076400	Pedraza,Cindy Carolina	Tch Middle Reading Coach
1102722	Booth McKever,LaSheena Latia ✓	Tch Middle English 6-8
1109358	Sutherland,Patrick Ryan	Tch Middle Math 6-8
1077198	Jean Louis,Belonde Kenel	Tch Middle Social Science
1124581	Crooks,Charmaine Elaine	Tch Middle Science 6-8
1126823	Corinella,Giuseppe	Tch Voc Health Occup District
1127378	Webber,TaMeka Vonshay	Tch Middle Social Science
1129753	Forges,Anaelle Cassandra	Tch Middle Science 6-8
1030361	Daniels,Arleen Gay	Tch Middle Social Science
1134136	Williams,Catisia Denise	Tch Middle Reading
1111046	Mendoza Escobar,Patricia	Tch Sec Foreign Lang Spanish
1122922	Soto,Rosalba	Tch Middle ESOL Lang Arts
1114217	Heber,Robert W	Tch ESE VE
1114166	Handford,Phyllis Chrisandra	Tch Middle Math Coach
1098001	Demosthene,Natacha Louis	Tch Middle Math 6-8
1020197	King,Wilvitta Lekia	Tch Middle Reading
1093956	Ajayi,Olutoyin Ayoni	Tch Middle English 6-8
1121711	Cofield,Michael J	Tch Middle Music
1110021	Jeune,Vladimir	Tch Middle Social Science
1140824	Seydel,Jaclyn M	Tch Middle Social Science
1070595	Bethiel,Michael Brian	Tch Middle English 6-8
1117678	Pasalodos,Osvaldo Pastor	Tch Middle Math 6-8

1056893	Rivera, Martha L	Tch Middle ESOL
1047341	Rolle, Carolyn Ka'dijah	Tch Middle Science 6-8
1063101	Green, Cynthia Ramsey <i>not assigned LSMS</i>	Tch Middle Math 6-8
1144530	Timul, Merline <i>not assigned LSMS</i>	Tch Middle ESOL Math
1127668	Scott Jr., Devon	Tch Middle Math 6-8
1097738	Harrison, Parline	Tch Middle English 6-8
1133944	Arroyo, Donyae Chanel	Tch Middle English 6-8

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 10-27-20 Pages: 1
Rec'd: Cindy Pedraza
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 15

EXHIBIT #15
Department Chair Ms. Cindy Pedraza
February 28, 2020
Lake Shore Middle School
Professional Development Day (PDD)
Meeting Agenda
with
Staff Sign-in log

Lake Shore Middle School

PDD Meeting Agenda

Adapted from Single School Culture © for Academics

Facilitator: Ms. Pedraza

Team: Reading

Date: 2/28/2020

Print Name ↓	Signature ↓	Print Name ↓	Signature ↓
1. Sophia McDaul		7.	
2. Martha Rivera		8.	
3. Wilvitta King		9.	
4. Jessica Lash		10.	
5. Carisia Williams		11.	
6. Shawn Schmatzkrabr		12.	

Analyze Student Work: Assessment(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Formulate Strategies: Unit(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Examine Standards: <input type="checkbox"/> Unpack the Standards <input type="checkbox"/> Learning Goals & Scales <input type="checkbox"/> _____	Instruction: <input type="checkbox"/> Standards based planning <input type="checkbox"/> Test Analysis of next Unit <input type="checkbox"/> Reading Plus <input type="checkbox"/> Study Island
--	--	--	---

Agenda Items: <ul style="list-style-type: none"> • Complete SEQ survey • Small group • Planning for FSA countdown • Next steps 	iReady teacher assigned lesson view for entire class period. - Print out iReady or Certificate for growth.
---	--

OCT 29 2020
 INSPECTOR GENERAL

Follow-up from today's meeting:

Next Meeting Date:

Please bring to the next meeting:

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 10.27.20 Pages: 3
Rec'd: Cynthia Harrell-Baker
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 16

EXHIBIT #16

Dept. Chair Ms. Cynthia Harrell-Baker

February 28, 2020

Lake Shore Middle School

Professional Development Day (PDD)

Afternoon Break out Session

Staff Sign-in Log

LAKE SHORE MIDDLE SCHOOL

February 28, 2020-PDD

Break Out Session: Ed Plan Pilot IEP Training

Sign in Sheet

1. *L. Frazier-Rumph* (L. Frazier-Rumph)
2. *R. Heber* (R. Heber)
3. *CH Baker* (C. Harrell-Baker)
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

RECEIVED
OCT 27 2020
INSPECTOR GENERAL

Absent

1. S. McDaniel-Dwens
2. T. Flowers
3. L. Hutchinson
4. J. Reed

LAKE SHORE MIDDLE SCHOOL

- FEBRUARY 28, 2020 - PDD AGENDA -

TIME	EVENT
8:00 - 8:15 Media Center	Welcome - Dr. Gibbons
8:15 - 9:15 Media Center	EBC Format Training - Jeff Sherels
9:15 - 9:30 Media Center	Teen Center Presentation - Ms. Miller
9:30 - 10:00 Media Center	Getting Connected with Parents
10:00 - 11:15	FSA Testing Administration Training - Ms. Lash (CBT - Media Center) & Ms. Moreland (PBT - Room 1-116)
11:15 - 12:30	~ COMPLIMENTARY LUNCH PROVIDED ~ (OR LUNCH ON YOUR OWN IF YOU PREFER)
12:30	~ Complete SEQ SURVEY in your PM meeting locations ~
12:30 - 3:30 Location Varies	ELA (Room 1-115) & READING (Room 4-210) <input type="checkbox"/> FSA ELA Reading Diagnostic Action Planning <input type="checkbox"/> FSA ELA Reading Countdown Overview and Preparations <input type="checkbox"/> Writing Scoring Calibration (ELA ONLY)
	MATH - 6th Grade (Room 4-206) & 7th/8th Grades (Room 2-203) <input type="checkbox"/> Diagnostic Action Planning <input type="checkbox"/> FSA Math or Algebra EOC Spiral Review & Remediation Preparations
	SOCIAL STUDIES - Room 4-111 <input type="checkbox"/> AVID Strategies <input type="checkbox"/> Civics EOC Diagnostic Action Planning - Review & Remediation Preparations <input type="checkbox"/> 6th and 8th Standards-Based Planning
	SCIENCE - 8th Grade (Room 1-204) & 6th/7th Grades (Room 4-111) <input type="checkbox"/> 8th Grade FSA Science Diagnostic Action Planning - Review & Remediation Preparations <input type="checkbox"/> 6th and 7th Standards-Based Planning
	ELECTIVES - Room 4-111 <input type="checkbox"/> AVID Strategies <input type="checkbox"/> Standards-Based Planning
	ESE - ED Plan Pilot IEP Training - ESE Office (Please bring a fully charged Chromebook)

Dr. Carl Gibbons, Principal



Cynthia Harrell-Baker <cynthia.harrellbaker@palmbeachschools.org>

Ed Plan Pilot IEP training

1 message

Cynthia Harrell-Baker <cynthia.harrellbaker@palmbeachschools.org>

Thu, Feb 27, 2020 at 8:11 AM

To: Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org>

Good morning Mr. S.,

Sorry for the short notice, but I would like to be added to the afternoon session to be able to provide additional training to ESE teachers for the new Ed Plan Pilot IEP. If this is approved, I would like for you to notify the ESE teachers that their attendance is **MANDATORY**, unless prior approval to be excused has been granted by an administrator.

Thank you,

--
Cynthia Harrell-Baker
ESE Contact
Lake Shore Middle School
PX 5-1123

RECEIVED
OCT 27 2020
INSPECTOR GENERAL



Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 10-30-20 Pages: 3
Rec'd: Wilhelmen Jacobs
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 17

Exhibit #17

Department Chair Dr. Wilhelmen Jacobs

February 28, 2020

Lake Shore Middle School

Professional Development Day (PDD)

Afternoon Break out Session

Staff Sign-in Log



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Additional PDD Agendas

3 messages

Lakisha Burden <lakisha.burden@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fri, Oct 30, 2020 at 10:19 AM

Good morning Mr. Sheppard,

Please see attached agendas.

Sincerely,

Dr. Burden

RECEIVED
OCT 30 2020
INSPECTOR GENERAL

Dr. Lakisha Burden, Ed.D

Assistant Principal
Lake Shore Middle School
(561) 829-1129



LSMSAgendasFeb28PDD.pdf
49K

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Lakisha Burden <lakisha.burden@palmbeachschools.org>

Fri, Oct 30, 2020 at 5:15 PM

Thank you Dr. Burden!!!

[Quoted text hidden]

--

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Lakisha Burden <lakisha.burden@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fri, Oct 30, 2020 at 5:15 PM

You're welcome!

[Quoted text hidden]

RECEIVED
INSPECTION

LAKE SHORE MIDDLE SCHOOL

PBT Administration Training

Friday, February 28, 2020

NAME	SIGNATURE
Bethiel	<i>M. Bethiel</i>
Bythwood	
Campbell	
Clarke	<i>[Signature]</i>
Daniels	<i>[Signature]</i>
Demosthene	<i>[Signature]</i>
Ferguson, C.	
Forges	<i>[Signature]</i>
Gillyard	<i>[Signature]</i>
King	<i>[Signature]</i>
McKever	
Mendoza	
Reed	
Rivera	
Rolle, C.	<i>[Signature]</i>
Scott	<i>[Signature]</i>
Seydel	<i>[Signature]</i>
Soto	<i>[Signature]</i>
Frazier-Rumph	<i>[Signature]</i>
JAMES WHITE	<i>[Signature]</i>
Marcia Stewart-Thompson	<i>[Signature]</i>
Lorraine Moreland	<i>[Signature]</i>
SAMINA SALEEM	<i>[Signature]</i>

Sign - In
Part (A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

February 28, 2020
John W. Walker

Jason Lydal
Michael White

Ralph

VLADIMIR JEUNE

Aileen Daniels

Jamela Walker

Anelle E. Forges

CS

Patricia Mendoza

Charmaine Crooks

T. Osborne

RECEIVED
OCT 5 6 2020
INSPECTOR GENERAL

The names that are listed here attended training today February 28, 2020 in Room 4-111. 11

Activity #:
OIG Staff: Robert Sheppard
Date Rec'd: 10-30-20 Pages: 3
Rec'd: Magnolia Montilla
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference # 18

EXHIBIT #18

Department Chair Magnolia Montilla

February 28, 2020

Lake Shore Middle School

Professional Development Day (PDD)

Afternoon Break out Session

Staff Sign-in Log



Robert Sheppard <robert.sheppard@palmbeachschools.org>

PDD 2/28/20

3 messages


Magnolia Montilla <magnolia.montilla@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fri, Oct 30, 2020 at 9:31 AM

Good morning Mr. Sheppard.
Attached is the document you requested.

Magnolia Montilla

Lake Shore Middle School
Single School Culture Coordinator
(561) 829-1135

 **PDD 2-28-20.oxps**
959K


Magnolia Montilla <magnolia.montilla@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fri, Oct 30, 2020 at 9:35 AM

So sorry, please see the corrected attachment for 2/28/20

[Quoted text hidden]

[Quoted text hidden]

 **2-28-20 PDD.pdf**
245K

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Magnolia Montilla <magnolia.montilla@palmbeachschools.org>

Tue, Nov 10, 2020 at 9:34 AM

Thank you:)

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

[Quoted text hidden]

Lake Shore Middle School Collaborative Community Meeting Agenda

Adapted from Single School Culture © for Academics

Facilitator: Montilla Team: 7-5th Date: 2/25/20

Print Name	Signature	Print Name	Signature
1. Cicely Herrick	<i>[Signature]</i>	7.	
2. Phil Butler	<i>[Signature]</i>	8.	
3. Phyllis Handford	<i>[Signature]</i>	9.	
4. [unclear]	<i>[Signature]</i>	10.	
5. Magyoha Montilla	<i>[Signature]</i>	11.	
6.		12.	

Analyze Student Work: Assessment(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Formulate Strategies: Unit(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Examine Standards: <input type="checkbox"/> Unpack the Standards <input type="checkbox"/> Learning Goals & Scales <input type="checkbox"/> _____	Instruction: <input type="checkbox"/> Standards based planning <input type="checkbox"/> Test Analysis of next Unit <input type="checkbox"/> Reading Plus <input type="checkbox"/> Study Island
--	--	--	---

Agenda: Agenda Items: <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • Questions/Concerns 	Feb 28, 20 PDD Diagnostic Action Plan Benchmark Calendar Lesson Plans
---	--

Follow-up from today's meeting:

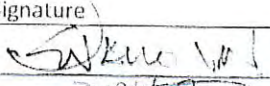


Next Meeting Date:

Please bring to the next meeting:

Lake Shore Middle School Collaborative Community Meeting Agenda

Adapted from Single School Culture © for Academics

Facilitator: Mentilla Team: 7th Date: 2/18/20

Print Name	Signature	Print Name	Signature
1. OSVALDO PASSOS		7.	
2. Thayara Ward		8.	
3. Pat S. Harburt		9.	
4.		10.	
5.		11.	
6.		12.	

Analyze Student Work: Assessment(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Formulate Strategies: Unit(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Examine Standards: <input type="checkbox"/> Unpack the Standards <input type="checkbox"/> Learning Goals & Scales <input type="checkbox"/> _____	Instruction: <input type="checkbox"/> Standards based planning <input type="checkbox"/> Test Analysis of next Unit <input type="checkbox"/> Reading Plus <input type="checkbox"/> Study Island
--	--	--	---

Agenda: Agenda Items: <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • Questions/Concerns 	Standards Mastery Checklist Unpacking a Standard Differentiation of Instruction
---	---


Follow-up from today's meeting:

Next Meeting Date:

Please bring to the next meeting:

EXHIBIT #19
Exceptional Student Education (ESE)
and
Cheerleader Sponsor
Ms. Tawanda Flowers
February 28, 2020
Temporary Duty Elsewhere (TDE) Request
&
February 27, 28, 2020
Email exchanges between
Ms. Flowers
and
Principal Administrative Assistant
Maril Alpiza

Activity #: _____
OIG Staff: Robert Stappard
Date Rec'd: 11-12-20 Pages: _____
Rec'd: Tawanda Flowers
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference # 19

	THE SCHOOL DISTRICT OF PALM BEACH COUNTY Leave of Absence Temporary Duty Elsewhere (TDE)	Check new or, to change a previously submitted request, choose revised New Revised

Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employee ID number and tab to the next field to obtain employee information.

Employee ID # Last Name First MI

School/Dept. Schl/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM Total Duty Hours
 To: AM PM

LEAVE OF ABSENCE

Paid Leave Comments (Do not exceed field boundaries)
 Unpaid Leave

* Unpaid Personal will be charged to an employee and submitted by Principal/Department Head due to improper procedures.

TEMPORARY DUTY ELSEWHERE (TDE)

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Regional/Instructional Superintendent Signature required for Principal's Leave/TDE request. Out of county/out of state travel requires the approval of the Regional/Instructional Superintendent, Assistant Superintendent or Division Head and Chief Officer.

Tawanda Flowers
2/28/2020 12:10:27 PM

Signature of Supervisor

Regional/Instructional Superintendent, Assistant Superintendent or Division Head signature required for out-of-state/county

Signature of Regional/Instructional/Assistant Superintendent/Division Head

Chief Officer signature required for out-of-state/county

Signature Chief Officer

10/28/2020

School District of Palm Beach County Mail - (no subject)



Tawanda Flowers <tawanda.flowers@palmbeachschools.org>

(no subject)

1 message

Tawanda Flowers <tawanda.flowers@palmbeachschools.org>
To: Marili Alpiza <marili.torres@palmbeachschools.org>

Thu, Feb 27, 2020 at 11:45 PM

Good Morning Ms. Torres

I won't be in to work today. My iron has gotten low and I'm not feeling well so I will be taking a sick day. Thank you



Tawanda Flowers <tawanda.flowers@palmbeachschools.org>

Payroll End Date 2/28/2020

1 message

Marili Torres <marili.torres@palmbeachschools.org>
To: 1232 Mail <1232mail@palmbeachschools.org>
Cc: 1232 Administrators <1232administrators@palmbeachschools.org>

Fri, Feb 28, 2020 at 10:54 AM

Good mprning,

Please submit the necessary forms (TDE/LOA/MPR) by 3:00 pm today for the pay period of 2/17/20-2/28/2020.

Regards,

Marili Torres
Administrative Assistant to Principal Dr. Carl Gibbons
Lake Shore Middle School
425 West Canal Street North
Belle Glade, FL 33430
Phone: 561-829-1183/PX: 51183
Fax: 561-993-8523
Email: Marili.Torres@palmbeachschools.org

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 1-12-21 Pages: 9
Rec'd: Maria Telfair
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 20

EXHIBIT #20
Lake Shore Middle School
Instructional Faculty Members Time Sheets
(1-9)
&
Tawanda Flowers
February 28, 2020
Temporary Duty Elsewhere (TDE) Request

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 11-22-20 Pages: 1
Rec'd: Tawanda Flowers
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 20

Timesheet

Date: 2021-01-12

Employee ID: 1038521

Name: Adams, Jennifer

Department: Lake Shore Middle

Employee Record: 0

Job Title: Tch Middle Media Specialist

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	TDE	7.5	TDE

Total Reported Hours :

Day	2/28	Total
Total	7.50	7.50

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

Timesheet

Date: 2021-01-12

Employee ID: 1121711

Name: **Schmid Michael**

Department: **Lake Shore Middle**

Employee Record: 0

Job Title: Tch Middle Music

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	TDE	7.5	TDE

Total Reported Hours :

Day	2/28 Fri	Total
Total	7.50	7.50

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

Timesheet

Date: 2021-01-12

Employee ID: 1117678

Name: P. SANDOZ, CHRISTOPH

Department: Park Street Middle

Employee Record: 0

Job Title: Tch Sec Resource

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	TDE	7.5	TDE

Total Reported Hours :

Day	Z/28 Fri	Total
Total	7.50	7.50

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

Timesheet

Date: 2021-01-12

Employee ID: 1097738

Name: HARROCK, P. BARRY

Department: Lake Shore Middle

Employee Record: 0

Job Title: Tch Middle ESOL

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	SICK	7.5	SICK

Total Reported Hours :

Day	2/28 Fri	Total
Total	7.50	7.50

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

Timesheet

Date: 2021-01-12

Employee ID: 1126823

Name: **JOHNNIE T. SUGRONE**

Department: **Lake Shore Middle**

Employee Record: 0

Job Title: Tch Voc Health Occup District

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	SCK	7.5	SCK

Total Reported Hours :

Day	2/28	Total
	Fri	
Total	7.50	7.50

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

Timesheet

Date: 2021-01-12

Employee ID: 1077198

Name: Jean Louis Boudrie

Department: Lake Shore Middle

Employee Record: 0

Job Title: Tch Middle Social Science

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	SCK	7.5	SCK

Total Reported Hours :

Day	2/28	Total
Total	7.50	7.50

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

Timesheet

Date: 2021-01-12

Employee ID: 1109358

Name: Sutherland, Patrick

Department: Lake Shore Middle

Employee Record: 0

Job Title: Tch Middle Math 6-8

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	SCK	7.5	SCK

Total Reported Hours :

Day	2/28	Total
Friday	7.50	7.50
Total	7.50	7.50

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

Timesheet

Date: 2021-01-12

Employee ID: 1033054

Name: Young Valerie

Department: Lake Shore Middle

Employee Record: 0

Job Title: Tch Middle Science 6-8

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	SCK	7.5	

Total Reported Hours :

Day	2/28 Fri	Total
Total	7.50	7.50

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

Timesheet

Date: 2021-01-12

Employee ID: 1043765

Name: ESTERISA PARRA

Department: Lake Stone Middle

Employee Record: 0

Job Title: Tech Middle ESOL Coord

Timesheet Data:

Day	Date	TRC	Quantity	TRC
Friday	2020-02-28	SCH	7.5	SCH

Total Reported Hours :

Day	2/28 Fri	Total
Total	7.50	7.50

Employee Signature: _____


Date: _____

Approver#1 Signature: _____

Date: _____

Approver#2 Signature: _____

Date: _____

	THE SCHOOL DISTRICT OF PALM BEACH COUNTY Leave of Absence Temporary Duty Elsewhere (TDE)	Check new or, to change a previously submitted request, choose revised New Revised
	Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employee ID number and tab to the next field to obtain employee information.	

Employee ID # Last Name First MI

School/Dept. Sch/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM Total Duty Hours
 To: AM PM

LEAVE OF ABSENCE

Paid Leave Comments (Do not exceed field boundaries)
 Unpaid Leave Low iron had to rest and take medicine. Having severe headaches

* Unpaid Personal will be charged to an employee and submitted by Principal/Department Head due to improper procedures.

TEMPORARY DUTY ELSEWHERE (TDE)

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Regional/Instructional Superintendent Signature required for Principal's Leave/TDE request. Out of county/out of state travel requires the approval of the Regional/Instructional Superintendent, Assistant Superintendent or Division Head and Chief Officer.

Tawanda Flowers
 2/28/2020 12:10:27 PM

Signature of Supervisor

Regional/Instructional Superintendent, Assistant Superintendent or Division Head signature required for out-of-state/county

Signature of Regional/Instructional/Assistant Superintendent/Division Head

Chief Officer signature required for out-of-state/county

Signature Chief Officer

EXHIBIT #21

**The School District of Palm Beach County
School Calendar 2019-20**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY SCHOOL CALENDAR 2019-2020

PBCSD
 PBCSD
 PBCSD

DOWNLOAD OUR APP
 PBCSD

Revised 12/1/2019
 STUDENTS AND ALL EMPLOYEES EXCEPT 12-MONTH EMPLOYEES
 12-MONTH EMPLOYEES
 ALL OTHER EMPLOYEES SEE EMPLOYEE CALENDAR NOTES
 10 HOUR DAYS FOR 12-MONTH EMPLOYEES
 DUTY/PDD TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT DAY

JULY 2019					AUGUST 2019					SEPTEMBER 2019				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31														
OCTOBER 2019					NOVEMBER 2019					DECEMBER 2019				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31														
JANUARY 2020					FEBRUARY 2020					MARCH 2020				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31				
31														

Activity #: _____
OIG Staff: Robert Sheppard
Date Rec'd: 5-7-21 Pages: 3
Rec'd: Tawanda Flowers
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference # 22

Exhibit #22
Tawanda Flowers
May 7, 2021,
20-Day Response

INVESTIGATION SUMMARY - RESPONSE

Date: April 29, 2021.
To: Robert Sheppard, Senior Investigator
From: Tawanda Flowers, Exceptional Student Education Teacher & Cheerleading Sponsor
Subject: *Response to Investigative Summary Draft Report dated April 2, 2021*

Please see below the allegation/concerns listed and my response:

Allegation: Violation of School Board Policy 2.40, Field Trips by not completing District field trip forms that authorize student transportation to in-county extracurricular events.

Response: I feel that this allegation should be dismissed. I did complete the sports as I was instructed. I have permission slips for all the girls that participated. As for the for PBS Form 1894, I was not aware that I was supposed to complete the form since it has never been a requirement since I've been the cheerleader coach starting in the year of 2012 or 2013. Prior to Ms. Henderson becoming the athletic director, the cheerleaders were allowed to ride on the bus with the basketball team. No forms were required to be completed by me.

Concern: Allegations made by Dr. Gibbons, Principal in his witness statement.

Response to Witness 1 Interview Dr. Carl Gibbons:

Ms. Henderson was not the Athletic Director since 2016. She became the Athletic Director at the end of the basketball season in the year of 2017. Ms. Henderson became the Athletic Director when Ms. Osborne (**Science Teacher/Former Athletic Director**) became sick and could no longer perform the required duties. During this time, Ms. Osborne passed down the position to Ms. Henderson. Ms. Henderson did not interview for the position. Since I've been the cheer coach, I have never arranged transportation. The cheerleaders always rode the bus with the basketball team. Athletic packets including permission slips were completed by all the girls who went to the games. The first year Ms. Henderson became the Athletic Director, she started to hassle me about athletic packets. I was advised by Cynthia Harrell Baker to reach out to Yetta Green (Athletic Specialist) in reference to the requirements of cheerleaders traveling. Ms. Greene told me that cheerleaders are an intramural sport. She indicated that athletic packets are not required for them to travel but are recommended. She also indicated that it is up to the principal as to what paperwork he wanted to require. I communicated this to the athletic administrator and Ms. Henderson. This is when Ms. Henderson created a form for the cheerleaders to complete and then she allowed them to ride the bus. There was no field trip form 1894 completed by me neither was it requested. This was the year of 2018, the form that Ms. Henderson created is attached. I did reach out to Dr. Gibbons and let him know that Ms. Henderson was refusing to allow the cheerleaders to ride the bus with the basketball team because of athletic packets. I also told him that I had given the athletic packets to Mr. Corey Scott who is the Athletics Administrator. I did not give the packets to Ms. Henderson because she is not approachable and she had already taunted the students about them not going to the game. Also, during one of our conversations she was unprofessional and disrespectful to me. She approached me and said, "Why are the cheerleaders dressed out?". I responded by telling her that I had given the athletic packets to the sport administrator. I

also told her that Dr. Gibbons told me that the girls can attend the game. She then yelled at me and said, "They are not going; they will not be getting on that bus". Dr. Gibbons made arrangements and approved for the cheerleaders to travel to the Crestwood Middle School game by being transported by the ACE program. I did not initiate a conversation neither did I speak to anyone in the ACE program to make transportation arrangements for the cheerleaders. Dr. Gibbons contacted via phone and notified me that the ACE program would be transporting the cheerleaders. At approximately 3:09 P.M. on February 24, 2020, I received a text message from Dr. Gibbons indicating that the ACE driver was on campus to pick up the cheerleaders (The text message is attached). The parents did receive notification that students may be transported by other means of transportation. The permission slip that was pre-filled by the Athletic Director, Cicely Henderson, indicated that students may be transported by school bus or by private vehicle.

Concern: Allegations made by Ms. Cynthia Harrell-Baker in her witness statement.

Response to Ms. Cynthia Harrell Baker's Interview: I have reason to believe that Ms. Harrell-Baker made a statement out of retaliation. Ms. Harrell-Baker was reported to administration for harassing, bullying, and physically assaulting me. Prior to this investigation, Ms. Harrell-Baker communicated to a co-worker that she was going to get me. She stated to them that she was going to report an allegation to the Inspector General concerning cheerleaders and a PDD day. Ms. Harrell-Baker stated that she believes that I've transported cheerleaders in my personal vehicle but has no proof and has never seen me transporting cheerleaders. Ms. Harrell-Baker also indicated that Ms. McDaniels (ESE teacher) told her that she rented a van to transport cheerleaders to the Crestwood Middle School game. This is also not true. Ms. McDaniels has never rented a vehicle to transport cheerleaders. This accusation was made up by Cynthia Harrell-Baker in retaliation for my reporting her to administration for her unethical and unprofessional behavior towards me. Since this allegation has been made and the investigation started, Ms. Harrell-Baker has bragged to coworkers that she is going to get my job.

Concern: Allegations made Ms. Cicely Henderson in her witness statement.

Response to Cicely Henderson's Interview: Cicely Henderson indicated that I was fully aware of the District's requirements regarding transporting cheerleaders. This is not true because I have never arranged transportation for the cheerleaders. As I stated before, even when Ms. Henderson first became the athletic director, the cheerleaders were able to be transported on the bus with the basketball team. She indicated that sports packets had to be completed (which is not true according to Yetta Greene) BUT I completed them. The list that Ms. Henderson received was a list of cheerleaders who made the team not who was going to the game. In the athletic department, we are asked to submit a list of the team. This list does not guarantee that all the girls who made the team would continue to even be a part of the squad. It just indicates who met the requirements to be on the actual team.

Concern: Allegations made by Ms. Terry Osborne in her witness statement.

Response to Terry Osborne's Interview: Terry Osborne stated that her granddaughter is a member of the cheerleader squad which is true. Her granddaughter was transported on the bus not in uniform but she did dress in uniform and cheered at the game. This brings question of if cheerleaders weren't supposed to be transported due to PBS Form 1894 being completed, then why was Ms. Osborne's granddaughter transported to the game on the bus? Ms. Osborne also stated that she observed cheerleaders exiting my personal vehicle at the game. When we arrived, Ms. Osborne was nowhere in

the vicinity of the drop off location. If she was there, then she would have observed me getting out of the ACE vehicle with the cheerleaders. Ms. Osborne has never in my entirety of my being the cheerleader coach, seen me transport any students in my personal vehicle. Ms. Osborne is the friend of Ms. Henderson and the cousin of Ms. Harrell-Baker. The three women have gotten together in an attempt to make me lose my job and remove me as the cheerleader coach.

I have never and will never put the safety of any students at risk. I was not fully aware of the District's protocol because I was never required to know. Athletic packets with permission slips were completed. It was indicated that all of the athletic packets weren't received however I did send them Mr. Robert Sheppard. I scanned all of the packets in the ESE suite near Ms. Harrell-Baker's office. After scanning the documents, it was told to my coworker by Ms. Harrell-Baker that I left some of the documents on the copier and Ms. Harrell-Baker had taken the documents off of the copier. This would explain why one permission slip and one packet is missing. If all of the information submitted did not come through, then I would have sent them again if requested. This entire investigation was conjured up by Ms. Cynthia Harrell-Baker, Ms. Cicely Henderson, and Ms. Terry Osborne. These three women are either close friends and/or relatives. On several occasions, Ms. Cynthia Harrell-Baker has bragged to coworkers that she was going to cause me to lose my job through this investigation. The statements in this investigation slanders me and hinder my life outside of school. I run a youth sports program in the community. It is very hurtful that this false information would be put out to the public and hinder something that I've been doing for over 13 years.

I am requesting that this allegation be dismissed due to the witnesses being untruthful for their own personal gain.

Tawanda Flowers

Tawanda Flowers

5/31/2021

Date