

**District School Board of Indian River County, Florida
6500 - 57th Street, Vero Beach, FL 32967**

It is hereby advised that if a person decides to appeal any decision made by the Board with respect to any matter considered at this meeting, he/she will need to ensure that a verbatim record is made that includes the testimony and evidence upon which the appeal is to be made.

INVOCATION: Shortly before the opening gavel that officially begins a School Board meeting, the Chairman will introduce the Invocation Speaker. No person in attendance is or shall be required to participate in this observance and the personal decision of each person regarding participation will have no impact on his or her right to actively participate in the School Board's business meeting.

Date: January 10, 2017

Time: 6:00 p.m.

Room: Teacher Education Center (TEC)

Business Meeting Agenda

- I. CALL MEETING TO ORDER
- II. PLEDGE OF ALLEGIANCE TO THE FLAG AND PRESENTATION OF COLORS BY: Sebastian River High School's Navy Junior ROTC under the Direction of (Lieutenant Commander) LCDR James Landis USN (retired) and (Master Sergeant) MSgt Michael Hussey USMC (retired).
- III. ADOPTION OF ORDERS OF THE DAY
- IV. PRESENTATIONS
 - A. Musical Performance by Gifford Youth Orchestra**
 - B. Short Video on School Initiatives**
- V. CITIZEN INPUT
- VI. CONSENT AGENDA
 - A. Approval of Minutes – Dr. Rendell**
 - 1. Impasse Hearing held 12/5/2016
 - 2. Superintendent Workshop held 12/13/2016
 - 3. Discussion Session held 12/13/2016
 - 4. Business Meeting held 12/13/2016
 - Superintendent recommends approval.

B. Approval of Personnel Recommendations – Dr. Fritz

Attached is a list of personnel recommendations that includes personnel additions, terminations, and/or changes. Superintendent recommends approval.

C. Approval of Approval to Dispose of Surplus Property – Mr. Morrison

This request is for approval to dispose of surplus property in accordance with Florida Statutes 274.05 and 274.06. The attached lists represent property to be deleted from various inventories and/or for items that have been declared surplus. After Board approval, property will be recycled and/or auctioned. Superintendent recommends approval.

D. Approval of Donations – Mr. Morrison

1. Beachland Elementary School received a donation in the amount of \$1,670.25 from the Beachland PTA. The funds will be used by the Beachland Elementary Media Center.
2. Fellsmere Elementary School received a donation from St. Augustine of Canterbury in the amount of \$2,600. The funds will be used to aid the families of Fellsmere Elementary School.
3. Osceola Magnet School received a donation in the amount of \$3,333 from Suzanne Hammond. The donation will benefit the staff and students of Osceola Magnet School by providing training and materials for the Singapore Math series.
4. The Professional Development Department received a donation in the amount of \$2,500, from Gould Cooksey Fennell, P.A. The funds will be used by Professional Development for Teacher of the Year.

Superintendent recommends approval.

E. Approval of Collegiate High School, Dual Enrollment Agreement Renewal, with Indian River State College for 2017-2018 – Mrs. Dampier

Florida Statute 1007.273 requires that the District have a Collegiate High School, Dual Enrollment articulation agreement, with a college designated within our servicing area. Florida Statute 1007.271 requires Collegiate High Schools to provide secondary students with an opportunity to complete 30 college credit hours, in conjunction with CAPE certification. Florida Statute 1007.271 (21), in support of Section 1007.273, requires that School Districts pay the standard tuition rate per credit hour and for the associated course materials for courses taken on the college campuses. This agreement, in conjunction with our current Dual Enrollment agreement, sets forth the criteria for students taking college level courses. Attached is the agreement with Indian River State College. Superintendent recommends approval.

F. Approval of Students Transferring from Indian River County for 2017-2018 School Year–Mrs. Dampier

This is a request to attend school in Brevard County from Indian River County. All necessary documents have been received. Superintendent recommends approval.

VII. ACTION AGENDA

A. Approval to Set Public Hearing Date to Adopt New, Revised, and Repealed School Board Policies – Dr. Rendell

On December 13, 2016, the District School Board discussed new, revised, and repealed Board Policies and requested to move forward with the adoption process. The purpose of the revisions is to be consistent with present practice and legislation. The Public Hearing and adoption will be noticed for the regular Business meeting on February 14, 2017. Superintendent recommends approval.

B. Approval to Amend Medical Insurance Premiums and Board Contributions for Non-Represented Employees - Dr. Fritz

Approval will amend health insurance premiums and Board contributions for non-represented employees. The amended rates will match those bargained with IRCEA and CWA and will retroactively take effect on December 1, 2016. As with other employees, \$27 per employee per month shall be directly transferred to the insurance fund from the general fund to offset the premiums. This action will also authorize staff to refund the premium change implemented on November 1, 2016, for this group to equalize the non-represented employees' annualized premiums with all union employees. Superintendent recommends approval.

C. Approval of Appointment to School Board's Land Use and Acquisition Committee – Chairman Searcy

As per the guidelines established by the Board, each Board Member shall appoint a member of the community to serve as a volunteer for a four-year term that begins and ends with the Board Member's term. The Board, as an elected body, shall approve the appointments. Newly elected School Board Members will submit their recommendations for approval.

D. Approval of Appointment by the Chairman to Indian River County Commission's Metropolitan Planning Organization Alternate Position – Chairman Searcy

Board Member has requested to withdraw as the Alternate on this Committee. The Board will discuss and the Chairman will appoint a new Board Member to serve as the Alternate.

E. Approval of Second Amendment to School Board Resolution #2014-08 to Revise Meeting Protocol – Chairman Searcy

In compliance with School Board Policy 0166.1, entitled Work Sessions, the School Board is revising its meeting setup procedures to televise union impasse hearings. Superintendent recommends approval.

VIII. SUPERINTENDENT'S REPORT

A. School Report Cards

IX. DISCUSSION

No discussion items

X. SCHOOL BOARD MEMBER MATTERS

XI. INFORMATION AGENDA

No information items

XII. SUPERINTENDENT'S CLOSING

XIII. ADJOURNMENT

Any invocation that may be offered before the official start of the School Board business meeting is and shall be the voluntary offering of a private citizen to and for the benefit of the School Board pursuant to Resolution #2015-08. The views and beliefs expressed by the Invocation Speaker have not been previously reviewed or approved by the School Board and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to express allegiance to or preference for any religion, denomination, faith, creed, or belief by the School Board. No person in attendance at this meeting is or shall be required to participate in any invocation and such decision whether to participate will have no impact on his or her right to actively participate in the public meeting.

Anyone who needs a special accommodation may contact the School District's American Disabilities Act Coordinator at 564-3175 (TTY 564-2792) at least 48-hours in advance of the meeting. NOTE: Changes and amendments to the agenda can occur prior to the meeting. All business meetings will be held in the Teacher Education Center (TEC) located in the J.A. Thompson Administrative Center at 6500 – 57th Street, Vero Beach, FL 32967, unless otherwise specified. Meetings may broadcast live on Comcast/Xfinity Ch. 28, AT&T Uverse Ch. 99, and the School District's website stream; and may be replayed on Tuesdays and Thursdays at the time of the original meeting. For a schedule, please visit the District's website at www.indianriverschools.org/iretv. The agenda can be accessed by Internet at <http://www.indianriverschools.org>.

The District School Board of Indian River County met on December 5, 2016, at 5:00 p.m. The hearing was held in the Teacher Education Center located in the School District Office at the J.A. Thompson Administrative Center located at 6500 – 57th Street, Vero Beach, Florida 32967. District School Board Members attending were: Chairman Charles G. Searcy, Vice Chairman Shawn R. Frost, and Board Members: Dale Simchick, Laura Zorc, and Tiffany M. Justice. Dr. Mark J. Rendell, Superintendent of Schools; and Suzanne D’Agresta, School Board Attorney, were also present. Prior to the meeting, Chairman Searcy requested a moment of silence for the loss of our student, Jimmy Graves.

Impasse Hearing Minutes
Special School Board Meeting
Public Hearing to Legislate Impasse between the Superintendent of the School District of
Indian River County, Florida and the Indian River County Education Association

- I. Call Public Hearing to Order – Chairman Searcy
Chairman Searcy announced that this was a Special School Board Meeting to conduct a Public Hearing to Legislate an impasse between the Superintendent of the School District of Indian River County, Florida; and the Indian River County Education Association.
- II. Purpose of the Public Hearing - Chairman
Chairman Searcy stated for the record that this was a public hearing conducted by the School Board of Indian River County, Florida, (“School Board”) pursuant to §447.403, Florida Statutes, to resolve an impasse in negotiations between the Superintendent of the School District of Indian River County, Florida (“Superintendent”), and the Indian River County Education Association (“IRCEA”) involving unresolved issues for the 2016-2017 fiscal year of the Collective Bargaining Agreement. IRCEA declared impasse pursuant to Chapter 447, Florida Statutes. The parties jointly waived the Special Magistrate process.

Pursuant to §447.403(4), Florida Statutes, and communications of the parties on October 28, 2016, both parties submitted to the School Board their recommendations for settling the impasse issues. This public hearing was now required pursuant to §447.403(4)(c), Florida Statutes, in order that each party was afforded the opportunity to explain their positions to the School Board with respect to the impasse issues.

The proceeding was open to the public to observe, but it was a labor proceeding with specific statutory requirements and only the two parties. The Superintendent and IRCEA would make a presentation to the School Board. Each party would be afforded one (1) hour to present their positions on the disputed impasse issues. To allow each party to fully make their presentations, School Board Members were to hold their questions until the end of each party’s presentation. As IRCEA declared impasse, IRCEA was to be called upon first and the Superintendent was to be called upon next.

Upon the conclusion of the presentations by both parties, School Board Members would have an opportunity to ask final questions, deliberate, and then vote on resolution of the impasse issues. The School Board intended to take a brief break approximately every two (2) hours.

III. Introduction of Parties to the School Board - Chairman

Mrs. Cannon, President of the IRCEA, introduced those seated at her table representing Indian River County Education Association: Rich Grady, Regional Specialist with Florida Education Association; and Graham Picklesimer, Treasure Coast Service Unit Director.

Dr. Rendell, Superintendent of Schools, introduced those seated at his table representing the School District of Indian River County's Contract Negotiation Team: Wayne L. Helsby from Allen Norton & Blue, P.A.; Dr. Bill Fritz, Assistant Superintendent of Schools/Human Resources Department; and Sue Titus, School District Budget Analyst in the Finance Department.

IV. Presentation by IRCEA – not more than one (1) hour

Chairman Searcy announced that Indian River County Education Association would present their case. The time allotted was not to exceed one hour. Chairman Searcy reminded Board Members to hold their questions until the end of the presentation. Mrs. Cannon turned the presentation over to Mr. Grady. A binder was presented to the Board (Exhibit A) with additional information that included a copy of their PowerPoint presentation, IRCEAs recommendations to resolve impasse, Appendix G proposal, memorandum of understanding, and IRCEA bargaining unit employees by insurance plan and coverage tier.

Mr. Grady stated that the Board could resolve the impasse this evening by: Option 1 - Accept the IRCEAs proposal; Option 2 - Accept the IRCEAs proposal but enhance that proposal; and Option 3 – Accept the Board's (District's Negotiating Team) proposal that was problematic due to the employee cost factor and that the proposal was not ratifiable. A copy of the IRCEAs Memorandum of Understanding proposal to resolve the impasse was attached. In closing, Mr. Grady said that IRCEAs proposal was fair, affordable, and would rescue hundreds of dedicated employees from utter financial devastation. They urged the Board to adopt their proposal.

A. School Board Questions of IRCEA's Presentation.

Chairman Searcy asked Board Members if they had any questions regarding IRCEAs presentation. Board Members asked questions and received responses from the IRCEA representatives.

Chairman Searcy, in hearing no further questions, called for a short break at 6:37 p.m. At 6:43 p.m., Chairman Searcy reconvened the hearing.

V. Presentation by the Superintendent – not more than one (1) hour

Chairman Searcy announced that the School District would present their case. The time allotted was not to exceed one hour. Chairman Searcy asked Board Members to hold their questions until the end of the presentation. Dr. Rendell gave a short presentation on the fact that the School District, for the past several years, did not collect enough in premiums from employees to cover expenses paid out for claims. He also noted that the District did not budget enough funds to provide the required amount for Safe Harbor. A copy of the District's proposal to ratify the impasse was listed on page 2 of the Superintendent's letter that was attached to the agenda. Dr. Rendell stated that their proposal was fair to employees, fiscally responsible, and sustainable. The District submitted to the Board a hard copy of the PowerPoint presentation (Exhibit B).

A. School Board questions of Superintendent's presentation.

Chairman Searcy asked Board Members if they had any questions regarding the School District's presentation. Board Member submitted letters from the Office of Insurance Regulation and AON for clarification from staff (Exhibit C). Board Members talked about the presentations and asked questions. They also proposed alternatives to both proposals.

Chairman Searcy, in hearing no further questions, called for a short break at 8:59 p.m. At 9:08 p.m., Chairman Searcy reconvened the hearing.

VI. School Board Final Questions and Deliberation – Chairman

Chairman Searcy asked Board Members if they had any final questions and discussion before calling for a motion. Board Members talked about meeting both proposals in the middle, giving, at least, more of a decrease in insurance premiums for the Teachers' Union, with the Board covering the decrease from District Fund Balance. Board Members were concerned about cutting because that meant that the additional cost to the District would result in the Board being required to decide where to cut from another area of the budget.

VII. School Board Motion and Vote on the Resolution of the Issues at Impasse - Chairman

Chairman Searcy called for a motion. To begin the conversation on the motion, Mrs. Simchick moved approval to accept the Indian River County Education Association's Memorandum of Understanding as presented. Mrs. Zorc seconded the motion. Board Members commented on the motion. Mrs. Simchick requested to modify her motion to split the recommendation in the middle, with the District paying \$567.00 and all other conditions of the MOU remaining. Mrs. Zorc accepted the modification to the motion.

Dr. Rendell, Mr. Picklesimer, and Dr. Fritz spoke to the motion. Dr. Fritz recommended reducing the District's proposed monthly employee rates in each cell by -\$18.00, with the District at status quo at \$540.00. Board Member asked where the money would come from in the budget. Dr. Rendell stated that, at the beginning, the funding would come from the fund balance. It was noted that the District's revised proposal was acceptable by the District Contract Negotiation Team. The IRCEAs MOU was no longer part of the motion on the floor. Mrs. Simchick said that was now her motion (proposed changes as stated by Dr. Fritz. Mrs. Zorc seconded the amendment that was to accept the reduced premiums proposed by the District (reducing each cell by -\$18.00 per premium per month) with the Board's contribution of \$540, raising the transfer of \$9 PEPM to \$27.00 from the general fund per employee premium to the insurance fund. Board Members discussed the motion and amendments on the floor. Mrs. Simchick noted that she was not proposing premium rates but was proposing to increase the Board contribution from \$9 to \$27.00. She said that the District revised their premium rates to employees, at this meeting, by reducing each cell by -\$18.00. Dr. Rendell said that lowering the rates by -\$18.00 per cell was not a problem. He said that the dollar difference would be made up with a direct transfer. Chairman Searcy said that the Board may need another meeting on the impasse. Board Members discussed the ramifications of the motion on the floor.

Mrs. D'Agresta said that the maker of the motion may withdraw the motion on the floor and all amendments and start fresh, based upon a restitution first from the Superintendent and, then, the Board could propose a new motion that would clean it up. Mrs. Simchick made a motion to withdraw her motion and all amendments on the floor, pending clarification of the District's new proposal. Mrs. Zorc seconded the motion. Dr. Rendell said that the District was amending its proposed solution to the impasse by reducing all rates on slide 20 to the employee by -\$18.00 per cell and transferring that amount from the District's Fund Balance to the Insurance Fund. He continued by saying that the Board's contribution would remain at \$540.00. Dr. Rendell said that this was just for the fiscal year ending 2017. Mrs. D'Agresta said that she would work on this, utilizing the chart on page 2 of the proposal letter from the Superintendent dated November 4, 2016; showing the Board's contribution of \$540.00; that column remaining the same. And the columns titled Total Premium; those cells would each be reduced by -\$18.00; and, then, the per employee per month contribution that was currently reflected in the letter as \$9.00--that amount would be increased to \$27.00 per employee per month; and that would be the proposal effective December 1, 2016, for the remainder of this current fiscal year. Mrs. Simchick moved approval of the motion as stated by Mrs. D'Agresta and seconded for discussion by Mr. Frost. Board Members discussed the motion.

Board Member noted that the motion was a compromise and the Board's work was not done and the Board would need to work on what had to be cut from the existing budget. Board Member stated that he would hope that the Board would discuss seeking recovery from those officers and advisors responsible for prior decisions that resulted in the insurance deficit and bad decisions. Board Member hoped that the Superintendent and Staff would work hard to ensure that the District focused on finding the best way to use funds to educate every student in the District to succeed. There would have to be cuts. The Board voted unanimously in favor of the motion, with a 5-0 vote.

- VIII. Adjourn the Public Hearing – Chairman Searcy
The meeting adjourned at 10:10 p.m.

The District School Board of Indian River County met on December 13, 2016, at 9:00 a.m. The workshop was held in the Teacher Education Center located in the School District Office at the J.A. Thompson Administrative Center located at 6500 – 57th Street, Vero Beach, Florida 32967. District School Board Members attending were: Vice Chairman Shawn R. Frost, and Board Members: Dale Simchick, Laura Zorc, and Tiffany M. Justice. Dr. Mark J. Rendell, Superintendent of Schools; and Suzanne D’Agresta, School Board Attorney, were also present. Board Chairman Charles G. Searcy was not present.

Superintendent Board Workshop Minutes

- I. Workshop was called to order by Vice Chairman Frost.
- II. PURPOSE OF THE WORKSHOP
Dr. Rendell stated that the purpose of the workshop was to present proposed changes to Board Policies, NEOLA Vol. 17, No. 1.
- III. PRESENTATION
 - A. Proposed Policy Changes
Dr. Rendell:
 - Definitions - Policy 100
 - Motions – Policy 154
 - Legal Counsel – Policy 156
 - Relations with Special Interest Groups – Policy 9700
 - Appointment, Assignment, Transfer, and Promotion of Administrators – Policy 1130 - Staff will look at language in regard to a time limit for temporary assignments.
 - Dr. Fritz:
 - Group Health Plans – Policy 1419
 - Privacy Protections of Self-Funded Group Health Plans – Policy 1419.01
 - Patient Protection and Affordable Care Act – Policy 1419.03
 - Benefits – Policy 1420
 - Nondiscrimination and Access to Equal Educational Opportunity – Policy 2260
 - Contracts: Instructional Personnel – Policy 3128
 - Appointment, Assignment, Transfer, and Promotion of Instructional Staff – Policy 3130 - Staff will look at language in regard to a time limit for temporary assignments.
 - Group Health Plans – 3419
 - Privacy Protections of Self-Funded Group Health Plans – Policy 3419.01
 - Patient Protection and Affordable Care Act – Policy 3419.03

- Benefits – Policy 3420
Assignments – Policy 4130 - Staff will look at language regarding a time limit for temporary assignments. Mrs. Zorc requested a copy of the last list of temporary assignments.
- Group Health Plans – 4419
- Privacy Protections of Self-Funded Group Health Plans – Policy 4419.01
- Patient Protection and Affordable Care Act – Policy 4419.03
- Benefits – Policy 4420
- Wellness – Policy 8510 – This item was stricken and the committee will be asked for clarification of language. Board Members requested a workshop on PBIS.
- Complaint Procedures Related to Alleged Discrimination Regarding Accessibility of District Facilities – Policy 9160.01
- Volunteers – Policy 9200

Mr. Green:

- Wireless Communication Devices – Policy 5136
- Electronic Equipment – Policy 5136.01 – Staff will use wording from the Bullying/Harassment Policy to revise this Policy for consistency.
- Lending of Board-Owned Equipment – Policy 7530
- Staff Use of Wireless Communication Devices – Policy 7530.01 - Reword page 2, paragraph 2, “The Superintendent shall recommend to the Board for approval...”
- Staff Use of Wireless Communication Devices – Policy 7530.02
- Computer Technology and Networks – Policy 7540
- Technology Privacy – Policy 7540.01
- District Web Page – Policy 7540.02 – Change District Affiliated to District Approved.
- Student Network and Internet Responsible Use and Safety – Policy 7540.03
- Staff Network and internet Responsible Use and Safety – Policy 7540.04
- Electronic Mail – Policy 7540.05
- District-Issued Student E-Mail Account – Policy 7540.06
- Access to Technology Resources from Personal Communication Devices – Policy 7542
- Utilization of the District’s Website and Remote Access to the District’s Network – Policy 7543
- Information Security – Policy 8305
- Charter Schools – Policy 9800 – Mr. Frost asked the Superintendent to check on Charter Schools not being able to remove students for academic reasons.

Mr. Morrison:

- Construction Contracting and Bidding – Policy 6322
- Crowdfunding – Policy 6605
- Fair Labor Standards Act (FLSA) – Policy 6700
- Facilities Planning – Policy 7100

Mrs. Dampier:

- District Virtual Instruction Program – Policy 2370.01
- Comprehensive Health Education – Policy 2417
- Career and Technical Education – Policy 2421
- Interscholastic Athletics – Policy 2431 – Board Member would like the time defined.
- Participation by Transfer Students – Policy 2431.01
- Student Suicide Prevention – Policy 5350
- Graduation Requirements – Policy 5460
- Prohibition from Extra-Curricular Activities – Policy 5610.05
- Student/Parent Rights – Policy 5780 – Board Member would like the “capacity” defined for transfers to other teachers (Dr. Rendell stated 90% of the program capacity will equal “capacity.”) Mrs. Zorc requested a list of schools at 90%. Mr. Frost asked for the reference to No Child Left Behind (NCLB) on page 9 be removed and reference the new law, Every Student Succeeds Act (ESSA). Mrs. Justice would like to revisit Mentoring/Volunteering Program to check continuity in the District.

IV. The workshop adjourned at 11:58 a.m.

The District School Board of Indian River County met on December 13, 2016, at 1:00 p.m. The discussion was held in the Teacher Education Center located in the School District Office at the J.A. Thompson Administrative Center located at 6500 – 57th Street, Vero Beach, Florida 32967. District School Board Members attending were: Chairman Charles G. Searcy, Vice Chairman Shawn R. Frost, and Board Members: Dale Simchick, Laura Zorc, and Tiffany M. Justice. Dr. Mark J. Rendell, Superintendent of Schools; and Suzanne D’Agresta, School Board Attorney, were also present.

Discussion Session Minutes

I. Discussion was called to order by Chairman Searcy.

II. ITEMS PLACED ON AGENDA BY BOARD MEMBERS

A. Chairman Searcy

1. MPO Citizen Advisory Committee for Transportation Open Position, with an Alternate
Board Members discussed the appointment of Amy Speak to the MPO CAC on Transportation, with John Kim serving as Alternate.

B. Shawn Frost

1. Legislative Platform was moved to Mrs. Zorc’s item.
2. District’s Self-Insured Health Insurance Deficit
Mrs. D’Agresta talked about present and past contract agreements with Brown and Brown that began in 2010. Dr. Fritz answered questions from Board Members and presented financial figures through June 2016. He also stated the process that was used at the end of the contract period with Brown and Brown to send out an RFP (Request for Proposal) that was then awarded to AON in 2015 to oversee and make premium recommendations regarding the District’s self-insured health insurance plan. Dr. Fritz said that AON had a licensed actuary on staff that was providing good business advice. He said that with extensive research he could answer Board Members’ questions as to what the recommended insurance rates were for past years. Dr. Rendell said that the District should be able to capture the recommended premiums. Dr. Fritz stated that HIATF (Health Insurance Advisory Task Force) recommendations for rate increases were not brought to the Board due to direction from the seated Superintendent. Direction from the Chair to Dr. Rendell was to obtain the requested information on HIATF’s, Brown and Brown’s, and Superintendent’s rate recommendations; and the final adopted motions by the Board—to determine if there were any liable action by a particular party. The information was to be brought back to the Board for further discussion before the new contracts came up for adoption.

3. Handout Information at Meetings/Discussions/Workshops

Board Member requested to have all supporting information attached to the Agenda to give Board Members and the Community an opportunity to read the information before meetings/discussions/workshops, with extra copies of last minute handouts for the community. Chairman Searcy described the process used when he was on the Board years ago. It was noted by a couple Board Members that information should be discussed at the Discussion Session; and, then, brought to the Business Meeting with backup information. It was also noted that Discussion Sessions were an opportunity to get consensus to move it to an Action item. Board Member said that his request was to have backup materials for Workshops at least 24-hours prior to the Workshop. Dr. Rendell said that he would ensure that backup materials be available Friday prior to Workshops.

C. Laura Zorc

1. Legislative Platform

Mrs. Zorc handed out copies of last year's platform. As the Legislative Liaison for the Board, Mrs. Zorc said that she would like to include input from all Board Members. Dr. Rendell stated that last year's platform was created using the Treasure Coast Work Group's Legislative Platform. For this year, he stated that there were three issues that he had been discussing with Legislators as follows: 1. Permission to use school average for the Districts of Choice Legislation and the Class Size Legislation; 2. Reinstate the State's Advanced Funding to avoid going out for a Tax Anticipation Note; and 3. Flexibility for Standardized Testing (ACT/SAT).

Mrs. Zorc mentioned the paper test option. Dr. Rendell explained the advantages for students and savings of testing time. He said that he would suggest, at the very least, the use of a paper test for the FSA for 9th and 10th grades. Mrs. Zorc brought up funding for Professional Development. Dr. Rendell said that he would keep it on the list but not as a top five priorities. Chairman Searcy said that changes needed to be made to the required Ethics Training video.

With Board direction, Dr. Rendell said that his handout would be used to present information at the Legislative Meeting scheduled for December 21, 2016. Board Members discussed the need for further discussion. It was noted that today's discussion was centered on the information to be presented by Dr. Rendell at the Legislative Meeting to be held December 21, 2016. It was also noted that Legislators were meeting in January this year, rather than March. There was limited time this year to prepare a Legislative Platform. Board Member talked about the newest model for passing Bills and what that process entailed.

He said that without a Bill and a Sponsor, the Board's Legislative Platform would not be acted upon in Tallahassee. Board Member explained that if a Board Member wanted to continue any discussion, the process was to contact Ms. Stang or Mrs. Poysell to have the item placed on the Agenda for the next Discussion Session.

Mrs. Zorc brought up unfunded mandates as a top priority. She said that she had no objection to Dr. Rendell presenting the list that he prepared for the Legislative Meeting.

2. All Aboard Florida

Mrs. Zorc presented information and talked about the issue of the additional passenger service trains as a safety issue for Indian River County students. A suggestion was made to channel a letter to the Metropolitan Planning Organization. Mrs. D'Agresta said that there were discussions and presentations from staff on possible School District related issues.

3. Small School District Consortium

Handouts were distributed from Mrs. Zorc. Board Member asked how much was being spent on the current District Memberships. Dr. Rendell talked about each of his memberships. He said that for all conferences, he reviewed the agenda to see if it was beneficial to the District to attend. Dr. Rendell said that he would put together a report for the Board. He talked about membership in the Small School District Consortium that was mostly based on rural areas so the issues were not the same. Dr. Rendell said that he would not recommend membership. Board Member spoke to their legislative platform and agreed that their issues were not relative. It was noted that memberships come with price breaks for staff training. A suggestion was made to consider viewing online training events versus travel costs. It was noted that the discussion on memberships could be handled through the budget process.

4. County Property Located across from Vero Beach High School

Board Member requested to talk about the 20 acres of County owned property that was being bundled for sale. Board Member brought up the property exchange offer that was turned down by the County. The trade would have been more beneficial for the County. Dr. Rendell noted that the offered price was about \$280,000, a property swap was discussed, and the District did not have a current need for the property. Dr. Rendell said that they met just two months ago with the County and the County was not interested in a swap of property.

5. Plans for District Owned Property in South County

Board Member was interested in keeping the South County property for future growth.

D. Dale Simchick

No items requested.

E. Tiffany Justice

1. Review of Various Board Meetings and Protocols and How They Are Noticed (added on 12/9/2016)

Board Members were given a copy of the Board Resolution on meeting setup and procedures. There was a discussion on which meetings were to be televised and the seating arrangements at Discussion Sessions. Dr. Rendell said that they could rearrange the seating. Two Board Members were interested in having all quasi-judicial meetings televised and all Termination Hearings audio taped. Consensus was to have all quasi-judicial meetings televised; except for, termination hearings. Dr. Rendell said that he would bring forward a revised Resolution for adoption.

III. BOARD COMMITTEE REPORTS

Mr. Frost attended the “Excellence in Education” National Workshop that was held in Washington, D.C., that covered everything. Those interested could google “Excellence in Education” to view the workshop. He had breakfast with the Chairman of the House Education Committee. House Chair thanked the School District for adopting the American Founder’s Month Proclamation. Mr. Frost attended the Indian River County P&Z meeting where they discussed going after the 1st Amendment issue in Political Science. The County asked their staff to bring it back.

Mrs. Zorc was studying the committees that she was recently assigned to attend.

Mrs. Simchick said that she attended the Sebastian P&Z but there were no issues involving schools or student safety.

Mrs. Justice said that she attended the Indian River Shores P&Z, with no issues that involved schools or student safety. She reported on her attendance at the Executive Roundtable Meeting, with an upcoming Strategic Planning Session scheduled for February 10.

Chairman Searcy said that he was a member of the Value Adjustment Board but there had not been any activity as of this date. He attended the Prism Concert at Sebastian River High School.

IV. ITEMS PLACED ON AGENDA BY SUPERINTENDENT – Dr. Rendell

A. Local Legislative Delegation Meeting on December 21, 2016

Dr. Rendell said that this item was already addressed and that he would meet with Mrs. Zorc to go over the presentation to the Legislative Delegation to be held on Wednesday, December 21, 2016.

B. Central Florida School Boards Coalition

Dr. Rendell talked about similarities in their direction as compared to the District's issues. He said that membership was \$100.00 per year, with one meeting per month on a Monday in Orlando, attended by the District Superintendent and a School Board Member. Dr. Rendell said that this Coalition was respected in Tallahassee as a voice for education. He said that this group was not a lobbying group but a working group. Board Member requested a copy of their Mission Statement or Charter. Dr. Rendell said that he would get some information for the Board. He said that the membership would be placed on the business meeting as a Consent item.

V. ADJOURNMENT

Discussion adjourned at approximately 3:16 p.m.

The District School Board of Indian River County met on December 13, 2016, at 6:00 p.m. The meeting was held in the Teacher Education Center located in the School District Office at the J.A. Thompson Administrative Center located at 6500 – 57th Street, Vero Beach, Florida 32967. District School Board Members attending were: Chairman Charles G. Searcy, Vice Chairman Shawn R. Frost, and Board Members: Dale Simchick, Laura Zorc, and Tiffany M. Justice. Dr. Mark J. Rendell, Superintendent of Schools; and Suzanne D’Agresta, School Board Attorney, were also present. Prior to the meeting, an invocation was given by Pat Blackburn, from First Church of Christ Scientist.

Business Meeting Minutes

- I. Meeting was called to order by Chairman Searcy.
- II. Pledge of Allegiance to the Flag was led by Vice Chairman Frost.
- III. **ADOPTION OF ORDERS OF THE DAY**
Chairman Searcy announced a request to move Consent E to Action and called for a motion. Mrs. Simchick moved approval with the amendment to move Consent E to Action. Mr. Frost seconded the motion and it carried unanimously, with a 5-0 vote.
- IV. **PRESENTATIONS**
 - A. Community Schools**
Pelican Island Elementary Principal, Chris Kohlstedt, was presented with a check for \$25,000 for their Community School Program by the Indian River County United Way, represented by Meredith Egan, Chief Operating Officer.
 - B. Very Special Arts (VSA) Card Contest Award**
Elijah Patterson was recognized as the winner of the Very Special Arts Christmas Card Contest by Mary-Terese Vanhollenbeck, ESE Teacher. Mr. Patterson was presented with a Certificate of Excellence and a check for \$100 from Douglas Tuttle of Tuttle Law, as well as copies of his card design. Mr. Tuttle was then presented with a Certificate of Appreciation for sponsoring the VSA Card Contest for the past 15 years.
 - C. Musical Performance by Glendale Elementary School**
Glendale Elementary School’s Chorus led by Michael Little, Music Teacher, performed three Christmas songs.
 - D. Short Video on School Initiatives, Science Fair**
- V. **CITIZEN INPUT**
Curtis Carpenter requested to speak on a technology teaching position at Osceola Magnet School.
John Young spoke in support of a technology teaching position at Osceola Magnet School.

Liz Cannon requested more support for new teachers to the District and spoke about the Health Insurance increase.

Anthony Stewart spoke about the Desegregation Order and issues regarding his children at Treasure Coast Elementary School.

VI. CONSENT AGENDA

Chairman Searcy called for a motion. Mrs. Simchick moved approval of the Consent Agenda moving Consent E. Mrs. Justice seconded the motion and it carried unanimously, with a 5-0 vote.

A. Approval of Minutes – Dr. Rendell

1. Organization Meeting held 11/22/2016
 2. Business Meeting held 11/22/2016
- Superintendent recommended approval.

B. Approval of Personnel Recommendations – Dr. Fritz

Attached is a list of personnel recommendations that included personnel additions, terminations, and/or changes. Superintendent recommended approval.

C. Approval to Rescind Amendments to Fair Labor Standards Act (FLSA) Status – Dr. Fritz

On November 22, 2016, the School Board approved the designation of positions as non-exempt under the revisions to the Fair Labor Standards Act that was to become effective on December 1, 2016. That same night (November 22, 2016), a federal judge in Texas entered a preliminary injunction staying the December 1, 2016, effective date of the new regulations. Accordingly, at this time, the School Board was not required to implement the new regulatory requirements by December 1, 2016. The Superintendent recommended that the School Board rescind the amendments enacted by the School Board on November 22, 2016. If changes were required at a later date, proposed amendments would be brought forth. Superintendent recommended approval.

D. Approval of Donations – Mr. Morrison

1. Osceola Magnet School received a donation in the amount of \$1,000 from Kathleen R. Pierce. The donation would benefit the staff and students at Osceola Magnet School by providing training in the Singapore Math series.
 2. Sebastian Elementary School received a donation in the amount of \$1,000 from the Mardy Fish Children's Foundation. The funds would be used for the Sebastian Elementary Cheerleading and Dance Team.
 3. Liberty Magnet School received a donation in the amount of \$1,140 from the Liberty Magnet PTA. The funds would be used to pay for the Liberty Magnet School 5th grade students' boat trip at Sea Camp.
- Superintendent recommended approval.

E. Approval of Budget Amendments – Mr. Morrison

(Moved to follow Consent Agenda.)

F. Approval of 2016 Florida Safe Schools Assessment Report – Dr. Fritz

The 2016 Florida Safe Schools Assessment Report was submitted annually to the Florida Department of Education and was required by the Safe Passage Act, enacted in 2001. The objective was for each District to have a clearly directed safety and security plan. The report was confidential. Superintendent recommended approval.

Item moved from Consent Agenda.

E. Approval of Budget Amendments – Mr. Morrison

This request was for approval of the following budget amendments for fiscal year ending June 30, 2017:

Amendment # 1 – Special Revenue

Amendment #1 – Capital Projects

Amendment #1 – General Fund

Superintendent recommended approval.

This item was moved to Action with Amendment #1 – General Fund being removed. Chairman Searcy called for a motion. Mrs. Simchick moved approval of Consent E, with the removal of Amendment #1 – General Fund. Mrs. Justice seconded the motion and it carried unanimously, with a 5-0 vote.

VII. ACTION AGENDA

A. Approval of 2016-2017 School Improvement Plans and District Improvement and Assistance Plan – Mr. Green

In accordance with Florida Statute 1001.42 and School Board Policy 2120, each school must complete a School Improvement Plan with the assistance of their School Advisory Council. In addition, the District must complete a District Improvement and Assistance Plan. The District Improvement and Assistance Plan and the School Improvement Plans were completed using an 8-Step, Problem Solving Process. This process included analyzing data, setting goals and targets, and developing action plans for improvement. The District Improvement and Assistance Plan and School Improvement Plans were submitted for approval and could be accessed without a password at <https://www.floridacims.org/districts/indian-river>. Superintendent recommended approval.

Chairman Searcy called for a motion. Mrs. Simchick moved approval of the 2016-2017 School Improvement Plans and District Improvement and Assistance Plan. Mrs. Justice seconded the motion. After discussing the issue at length, the Board voted 4-1 in favor of the motion. Mr. Searcy, Mrs. Simchick, Mrs. Justice, and Mrs. Zorc voted in favor of the motion. Mr. Frost voted against the motion.

B. Approval of 2016-2017 School Advisory Council Membership Composition – Mr. Green

In accordance with Florida Statute 1001.452 and School Board Policy 2125, each school must establish a School Advisory Council (SAC). Each SAC shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who were representative of the ethnic, racial, and economic community served by the school. School Advisory Councils must include students attending high schools, may include students at middle school, and do not include students at elementary schools. Completed SAC composition and membership reports were submitted for approval. Superintendent recommended approval.

Chairman Searcy called for a motion. After discussion, Mrs. Justice recommended middle school students participate in the School Advisory Council. Mrs. Justice moved approval of the 2016-2017 School Advisory Council Membership Composition. Mr. Frost seconded the motion. The Board voted 5-0 in favor of the motion.

C. Approval to Purchase PC's, Laptops, Monitors, and Associated Connectors from CDW-G through the NJPA 100614 Contract for District Wide Refresh - Mr. Green

Pursuant to School Board Policy 6320, the Superintendent's authority was limited to purchase commodities and/or contractual services where the total amount did not exceed \$50,000. This request was to grant the authority for the Superintendent to issue purchase orders as per the terms listed below. CDW-G would provide the District with computers, laptops, monitors, and connectors throughout the District as part of the ongoing refresh cycle. This refresh would target desktop computers that were over 6-years-old and laptops that were over 5-years-old that were due for replacement. Monitors were not part of the usual refresh cycle and were replaced as needed. These components would be distributed throughout the District. The cost impact would be \$537,268.34 and the quote was attached. This purchase would be funded through the 0.6 voter approved millage (\$427,240.00) and through capital funds (\$110,028.34). Superintendent recommended approval.

Chairman Searcy called for a motion. Mr. Frost recommended approval to purchase PC's, laptops, monitors, and associated connectors from CDW-G through the NJPA 100614 Contract for District Wide refresh. Mrs. Justice seconded the motion. The Board voted 5-0 in favor of the motion.

**D. Approval to Purchase FatPipe Hardware and Service from AT&T - Mr. Green
-Deleted-**

E. Approval to Purchase Additional Tablet PCs and Tablet PC Carts from United Data Technologies (UDT) through the OPCS RFP1508150 Contract - Mr. Green

Pursuant to School Board Policy 6320, the Superintendent's authority was limited to purchase commodities and/or contractual services where the total amount did not exceed \$50,000. This request was to grant the authority for the Superintendent to issue purchase orders as per the terms listed below. UDT would provide the District with tablet PCs and tablet PC carts. These would be used for the purposes of instructional technology, delivering digital curriculum, and for delivering online assessments. This purchase would include 23 complete carts as requested by various schools through their school-based technology needs assessment. The carts would be distributed as follows: Vero Beach High School (6), Sebastian River High School (5), Oslo Middle School (2), Vero Beach Elementary (2), Treasure Coast Elementary (2), Citrus Elementary (2), Sebastian Elementary (1), Dodgertown Elementary, (1), Pelican Island Elementary (1), and Liberty Magnet (1). The cost impact would be \$373,495.71 and the quotes were attached. This would be funded through the 0.6 voter approved millage. Superintendent recommended approval.

Chairman Searcy called for a motion. After discussion, Mr. Frost recommended approval to purchase additional Tablet PC's and Tablet PC carts from United Data Technologies (UDT) through the OPCS RFP1508150 Contract. Mrs. Simchick seconded the motion. The Board voted 5-0 in favor of the motion.

F. Approval of Contract with Indian River County Senior Resource Association – Dr. Fritz

The Food & Nutrition Services (FNS) Department had been providing meals to Senior Resource Association (Meals on Wheels) since 1997. FNS had been informed recently by Senior Resource Association (Meals on Wheels) that they were required to put out an RFP since this was a federally funded program. Senior Resource Association (Meals on Wheels) asked the District to extend the current pricing of \$3.91 per meal from January 1, 2017, to June 30, 2017. The FNS staff prepared and delivered approximately 350 meals daily, Monday through Friday, to Indian River County senior citizens. The total cost last year was approximately \$346,000 that resulted in a minimal profit. Superintendent recommended approval.

Chairman Searcy called for a motion. After a brief discussion, Mrs. Simchick moved to approve the contract with Indian River County Senior Resource Association. Mr. Frost seconded the motion. The Board voted 5-0 in favor of the motion.

G. Approval to Renew RFP #2016-07 with Aon Consulting Inc. Operating as Aon Hewitt for Employee Health and Wellness Benefits Consultant - Dr. Fritz

Pursuant to the terms and conditions of RFP #2016-07, the Purchasing Department requested approval to renew this RFP for one additional year. There were no direct costs for these services as the consultant's fees were generated by insurance commissions. The new contract period would be from ~~December 9, 2016~~, December 13, 2016, through December 8, 2017. All terms and conditions would remain the same. Please see attached copy of the renewal letter. Superintendent recommended approval.

Chairman Searcy called for a motion. After a brief discussion, Mrs. Zorc requested a copy of contracts up for approval be provided in the future. Mr. Frost moved for approval to renew RFP #2016-07 with Aon Consulting Inc. Operating as Aon Hewitt for employee health and wellness benefits consultant. Mrs. Simchick seconded the motion. The Board voted unanimously, with a 5-0 vote, in favor of the motion.

H. Approval of Guaranteed Maximum Price for Vero Beach High School Citrus Bowl Phased Renovations, Proctor Construction Company (SDIRC #04-0-2017JC) – Mr. Morrison

Approval was recommended for the Guaranteed Maximum Price (GMP) for the Vero Beach High School Citrus Bowl Phased Renovations project in the amount of \$3,398,443. This price included all construction and management costs with Proctor Construction Company. This project would consist of removal of existing restrooms, reconstruction of new ADA compliant restrooms, removal of existing home locker room, reconstruction of new ADA compliant home locker room, construction of new visitor locker room beneath bleachers similar to home locker room, and removal of visitors' locker room portables. The GMP did not include architect, engineering, and testing fees in the amount of \$275,300. The total project cost was \$3,673,743. Superintendent recommended approval.

Chairman Searcy called for a motion. During discussion, Mr. Searcy requested a workshop on the CMAR process. Dr. Rendell stated that a workshop was scheduled for February 2017. Mr. Westenberger, Director of Facilities, Planning, & Construction, clarified that Line Item 33 was in reference to underground site utilities. Mr. Frost moved approval of the guaranteed maximum price for Vero Beach High School Citrus Bowl phased renovations, Proctor Construction Company (SDIRC #04-0-2017JC). Mrs. Justice seconded the motion. The Board voted unanimously, with a 5-0 vote, in favor of the motion.

I. Approval of the Indian River Agreement for Architectural Services for Fellsmere Elementary 700 Building HVAC Replacement – Mr. Morrison

Approval was recommended for the Indian River Agreement for Architectural Services between the School Board of Indian River County and Donadio and Associates, Architects, P.A. This Agreement was for Professional Architectural Services as defined in Exhibit “A” for the replacement and upgrade of the HVAC systems within existing 700 Building at Fellsmere Elementary. The contract sum totaled \$56,000 as defined in Article 3, “Fees and Payment” for basic services, plus \$2,500 for Reimbursable items. Superintendent recommended approval.

Chairman Searcy called for a motion. Mr. Frost moved for approval of the Indian River Agreement for Architectural Services for Fellsmere Elementary 700 Building HVAC replacement. Mrs. Justice seconded the motion. The Board voted unanimously, with a 5-0 vote, in favor of the motion.

J. Approval of Release of Final Payment to Proctor Construction Company for the Citrus Elementary New Classroom Addition Project (SDIRC 2015-19) – Mr. Morrison

Approval was recommended for release of final payment in the amount of \$221,766.91 to Proctor Construction Company for the Citrus Elementary New Classroom Addition Project (SDIRC 2015-19). On November 17, 2015, the Board approved the Guaranteed Maximum Price (GMP) in the amount of \$4,319,353. The final construction cost for this project totaled \$3,816,720.52. The unused balance of the GMP, in the amount of \$502,632.48, would be placed in the District’s Capital Project Account. Final payment for this project was being brought to the Board for approval in accordance with Florida Statute 1013.50. The final payment to the contractor consisted of the project retainage that was held until project completion. Superintendent recommended approval.

Chairman Searcy called for a motion. Mrs. Simchick moved approval of the release of final payment to Proctor Construction Company for the Citrus Elementary new classroom addition project (SDIRC 2015-19). Mr. Frost seconded the motion. The Board voted 5-0 in favor of the motion.

K. Approval of Continuing Contract for Mechanical, Electrical, and Plumbing Design/Engineering Services Template – Mr. Morrison

Approval was requested for a continuing contract for mechanical, electrical and plumbing design/engineering services template. Prior to this recommendation, continuing contract service provider agreements were approved by project on an as needed basis for a finite scope of services; therefore, not continuing. The proposed template included all required general terms and conditions and includes a task sheet that would be executed each time services are required.

If services related to a specific project were expected to exceed \$50,000, the task sheet outlining the scope of services would be presented to the Board for approval as required by School Board Policy 6320. The proposed changes were being recommended based on consultations with the School Board's Attorney. Superintendent recommended approval.

Chairman Searcy called for a motion. During discussion, Mr. Carver, Director of Purchasing, clarified the process used for this template, including his work with Attorney D'Agresta. Mrs. Simchick moved for approval of the Continuing Contract for Mechanical, Electrical, and Plumbing Design/Engineering Services Template. Mr. Frost seconded the motion. The Board voted unanimously, with a 5-0 vote, in favor of the motion.

L. Approval of Continuing Contract for Architectural and Engineering Services Template – Mr. Morrison

Approval was requested for a continuing contract for Architectural and Engineering Services template. Prior to this recommendation, continuing contract service provider agreements were approved by project on an as needed basis for a finite scope of services; therefore, not continuing. The proposed template included all required general terms and conditions and a task sheet that would be executed each time services were required. If services related to a specific project were expected to exceed \$50,000, the task sheet outlining the scope of services would be presented to the Board for approval as required by School Board Policy 6320. The proposed changes were being recommended based on consultations with the School Board's Attorney. Superintendent recommended approval.

Chairman Searcy called for a motion. Mrs. Simchick moved approval of the contract for Architectural and Engineering Services Template. Mr. Frost seconded the motion. The Board voted unanimously, with a 5-0 vote, in favor of the motion.

M. Approval of the FOCUS School Software Agreement for the Enterprise Resource Planning System - Mr. Morrison

Pursuant to Action Agenda Item D, District School Board Business Meeting held 9/27/16, staff recommended approval of the final negotiated Focus School Software agreement for the Enterprise Resource Planning System. Focus was the lowest cost option. The final negotiated contract was below the approved budget of \$800,000 that was part of the 0.60 Voter Approved Millage. FOCUS School Software would replace the District's current ERP System, TERMS. This system was used for Payroll, Human Resources, Employee Self Service, Fixed Assets, Budgeting, Purchasing, Accounts Payable, Accounts Receivable, Student Activity Accounts, and Warehouse. Superintendent recommended approval.

Chairman Searcy called for a motion. After discussion, Mrs. Zorc moved approval of the FOCUS School Software Agreement for the Enterprise Resource Planning System. Mr. Frost seconded the motion. The Board voted unanimously, with a 5-0 vote, in favor of the motion.

N. Approval of Appointment of a Citizen to the Indian River County Metropolitan Planning Organization (MPO), County Citizen Advisory Committee for Transportation and an Alternate for this Voting Position – Chairman Searcy

This was a volunteer position that began on September 11, 2012. The term of this position coincided with the Board's organization meeting. The CAC meets the first Tuesday of the month at 2 p.m. in Conference Room B1-501. The position was vacant. Board Members would submit names and vote on both the Committee Member and an Alternate Citizen to serve.

Chairman Searcy called for a motion. Mr. Frost moved for approval of the appointment of Amy Speak to the Indian River County Metropolitan Planning Organization (MPO) Citizen Advisory Committee for Transportation and John Kim as the Alternate for this voting position. Mrs. Simchick seconded the motion and it carried unanimously, with a 5-0 vote, in favor of the motion.

VIII. SUPERINTENDENT'S REPORT

Dr. Rendell stated he would give his report under the Superintendent's Closing.

IX. DISCUSSION

No discussion items

X. SCHOOL BOARD MEMBER MATTERS

Mrs. Justice thanked Sebastian River High School for the fantastic PRISM concert; United Way for their contribution of \$25,000 to Pelican Island's Community School Project; Liberty Magnet's PTA for their contribution of \$1,140 for Sea Camp; the Mardy Fish Foundation for their \$1,000 contribution to Sebastian Elementary; and the donation of \$1,000 by a private donor to Osceola Magnet School.

Mrs. Simchick thanked staff for their work at today's workshop, discussion session, and Board meeting; commended Pam Dampier for doing a great job since coming to our District; thanked the Salvation Army for their services; and commented about this being the first school year where the mid-term exams would be taken before the Christmas break.

Mr. Frost commented on the Estimating Conference in Tallahassee and the indication that finances for 2017-2018 appeared to be less than favorable; commented on the fantastic Sebastian River High School PRISM concert; and wished everyone a Merry Christmas and a Happy Holiday Season.

Mrs. Zorc echoed Mr. Frost's comments and said that she looked forward to the new year, felt positive about the Board, and appreciated the support she received since becoming a Board Member.

Mr. Searcy praised Sebastian River High School for the PRISM concert by saying that he was flabbergasted and astounded at the talent of the young people involved.

XI. INFORMATION AGENDA

A. Financial Report for Month ending September 30, 2016, and October 31, 2016 - Mr. Morrison

Attached were the Financial Reports for the months ending September 30, 2016, and October 31, 2016.

XII. SUPERINTENDENT'S CLOSING

Dr. Rendell reported that he had attended the Sebastian River High School PRISM Concert, that was fantastic, and the Vero Beach High School Holiday Program, that was equally fantastic. He also attended Fellsmere Elementary School's Christmas Concert, that was outstanding.

XIII. ADJOURNMENT – Chairman Searcy

Meeting adjourned at 8:17 p.m.

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CONSENT AGENDA 1/10/17

Personnel Recommendations

1. Instructional Changes
Pless, Cynthia – Technical Center for Career and Adult Education,
from 1.0 to .8 GED Teacher/Career Specialist 1/4/17
**Sarrasin, Clarelle – from SRMS ESE VE Teacher to ESE
Resource Specialist 1/10/17**
2. Instructional Leaves
Bech, Elizabeth – SRMS, 1/4/17-3/29/17
Ferrari, Louis – SRHS, 12/13/16-3/21/17
MacDonald, Peter – Gifford Middle, 11/1/16-2/7/17
Phillips, Lynn – SRHS, 12/14/16-3/22/17
3. Instructional Promotions
Benson, Nicole – VBE, from ESE Teacher Assistant to 3rd Grade
Teacher 12/15/16
4. Instructional Transfers
Hatcher, Nancy – from VBE ESOL Teacher to VBHS ESOL
Resource Teacher 1/4/17
5. Instructional Separations
**Jacob, Joanne – SRHS, retirement 5/31/17, pending FRS
attestation**
Lunn, Tara – Gifford Middle, resignation 1/5/17
Sands, Vicky – VBE, resignation 1/6/17
Sayre, Marie – Storm Grove Middle, resignation 1/17/17
Shank, David – Alternative Center, resignation 12/21/16
6. Instructional Employment
Canton, Elena – Alternative Center for Education 1/11/17
Harp, Misty – Glendale, 2nd Grade Teacher 1/11/17
Lee, Harvey – VBE, Teacher on Assignment 1/11/17
Zifer, Jennifer – SRMS, Science Teacher 1/11/17
7. Support Staff Changes
8. Support Staff Leaves
Binford, Joan – Oslo Middle, 1/3/17-1/20/17
Harris, Mark – Oslo Middle, 11/3/16-2/16/17
Phinney, Alan – Transportation, 11/17/16-2/21/17
Poncinie, Kirsten – ESE, 12/12/16-3/20/17
Richards, Carrol – Transportation, 1/13/17-1/31/17
9. Support Staff Promotions
Lucas, Lori – from Osceola Magnet Secretary I to Technology
Services, Data Specialist 1/4/17
10. Support Staff Transfers
11. Support Staff Separations
Bridwell, Austin – Treasure Coast, resignation 1/9/17
Fraser, Shirley – Extended Day Program, retirement 12/20/16,

- pending FRS attestation
 Latty, Valsett – Transportation, retirement 12/20/16, pending FRS attestation
 Morrison, Kathleen – Glendale, retirement 12/20/16, pending FRS attestation
 Thomas, David – SRMS, resignation 1/4/17
Zamora, Liove – Storm Grove Middle, resignation 1/19/17
12. Support Staff Employment
 Acosta, Nayadi – Fellsmere, Custodian 1/11/17
Adrian, Michelle – Technology Services, Application Support Specialist 1/11/17
 Baker, Jo – Transportation, Bus Assistant 1/11/17
 Caldara, Joann – Wabasso, ESE Teacher Assistant 1/11/17
Colley, Khawndice – Dodgertown, Student Monitor 1/11/17
Cromie, Leah – VBE, ESE Teacher Assistant 1/11/17
Kahn, Janice – VBHS, ESE Teacher Assistant 1/11/17
 Lee, Annette – Transportation, Bus Assistant 1/11/17
Manny, Kaitlyn – VBE, Extended Day Worker 1/11/17
 McCalla, Laurette – SRHS, Custodian 12/14/16
McGill, Katherine – Citrus, ESE Teacher Assistant 1/11/17, sunset position
 Odom, Randy – Wabasso, ESE Teacher Assistant 1/11/17
 Pritchard, Dorothy – Transportation, Bus Assistant 1/11/17
Stanfield, Walter – Curriculum and Instruction, .5 Title 1 School Social Worker, sunset position, no benefits 1/11/17
Velez, Midiam – VBHS, ESOL Teacher Assistant 1/11/17
 Weintraub, Derek – ESE, School Social Worker 1/11/17
13. Administrative Separations
14. Administrative Employment
15. Administrative Leaves
16. Approval of Placement in Instructional Substitute Pool
 Gross, Catlin – Substitute Teacher 1/11/17
 Shank, David – Substitute Teacher 1/5/17
17. Approval of Placement in Support Staff Substitute Pool

SURPLUS PROPERTY RECORDS RCY
EQUIPMENT TO RECYCLE - REVENUE GENERATING

ASSET	DESCRIPTION 1	DESCRIPTION 2	ACCOUNT		CURR VAL	GL	FUND	SERIAL	ACQ DATE	P.O.	CNTR	BDG	ROOM	DP
			ORIG VAL	ACCUM DEPR										
00076290	ADVANTAGE LEARN		3,033.95	3,033.95	.00	1382	542		11/13/2000	CHARTER	9999	00	RCY1	
00076291	ADVANTAGE LEARN		4,320.95	4,320.95	.00	1382	542		11/13/2000	CHARTER	9999	00	RCY1	
00076292	ADVANTAGE LEARN		1,520.95	1,520.95	.00	1382	542		11/13/2000	CHARTER	9999	00	RCY1	
00077568	JVC MINI DV &	S-VHS VCR	1,087.95	1,087.95	.00	1340	530	106A0192	03/11/2002	00207027	9999	00	RCY1	
00077600	BRETFRD CLASSR	CART FOR IBOOK	2,599.00	2,599.00	.00	1383	530		02/19/2002	00206669	9999	00	RCY1	
00078145	BLANTON-MOORE	DBL.FACE STATIO	1,738.75	1,738.75	.00	1340	500	NO SER #	06/28/2002	00208657	9999	00	RCY1 MC	
00078146	BLANTON-MOORE	DBL.FACE STATIO	1,738.75	1,738.75	.00	1340	500	NO SER#	06/28/2002	00208657	9999	00	RCY1 MC	
00079106	APPLE IMAC 700M	G4,15"LCD,ETC.	1,399.00	1,399.00	.00	1383	530	W82351F1L3V	11/18/2002	00304940	9999	00	RCY1	
00079343	DELL LATITUDE C	P4,1.80GHZ	1,939.00	1,939.00	.00	1383	542	HDXX721	01/16/2003	00306194	9999	00	RCY1 ES	
00079607	APPLE EMAC 800M		1,289.00	1,289.00	.00	1383	500	G831209NNT2	03/31/2003	00308241	9999	00	RCY1	
00080891	DELL LAPTOP - L	PENTIUM-M 14.1	96.85 *	96.85	.00	1383	500	404F941	02/23/2004	00408442	9999	00	RCY1	
00080891	DELL LAPTOP - L	PENTIUM-M 14.1	1,387.00 *	1,387.00	.00	1383	530	404F941	02/23/2004	00408442	9999	00	RCY1	
00081067	DELL 3300MP PRO	RS	.00 *	.00	.00	1383	542	4277F41	04/12/2004	00408602	9999	00	RCY1 ES	
00081067	DELL 3300MP PRO	RS	1,539.80	1,539.80	.00	1383	542	4277F41	04/12/2004	00408602	9999	00	RCY1 ES	
00081202	(100) COMPASS L	& FLA.EXPLORER	9,983.50	9,983.50	.00	1382	530		12/19/2003	00407061	9999	00	RCY1	
00081203	(40) COMPASS LE	BASED CURRICULU	9,983.50	9,983.50	.00	1382	530		12/19/2003	00407061	9999	00	RCY1	
00081204	(100) COMPASS L	SUPPORT FEE COM	9,983.50	9,983.50	.00	1382	530		12/19/2003	00407061	9999	00	RCY1	
00081205	BASIC IMPLEMENT	CLASSROOM INCLU	9,983.50	9,983.50	.00	1382	530		12/19/2003	00407061	9999	00	RCY1	
00081632	HEWLETT-PACKARD	VBE OFFICE CAB	1,263.00	1,263.00	.00	1383	530	USGNN63516	12/14/2004	00504143	9999	00	RCY1	
00082080	LATITUDE D18,M	RATE PENTIUM M	1,950.05	1,950.05	.00	1383	530	G6PPJ71	05/27/2005	00511200	9999	00	RCY1	
00083707	2000 ANSI LUMEN	TOR INCLUDES MO	.00 *	.00	.00	1383	530	N/A	08/31/2006	00610992	9999	00	RCY1	
00083707	2000 ANSI LUMEN	TOR INCLUDES MO	1,720.27	1,720.27	.00	1340	530	N/A	08/31/2006	00610992	9999	00	RCY1	
00083707	2000 ANSI LUMEN	TOR INCLUDES MO	1,720.27	1,720.27	.00	1340	530		08/31/2006	00610992	9999	00	RCY1	
00083739	2000 ANSI LUMEN	TOR INCLUDES MO	1,751.25 *	1,751.25	.00	1383	530	CNN70956TQ	05/14/2007	00707716	9999	00	RCY1 FS	
00083974	HP LP3065 30" W	PANEL MONITOR D	24.75 *	24.75	.00	1383	542	CNN70956TQ	05/14/2007	00707716	9999	00	RCY1 FS	
00083974	HP LP3065 30" W	PANEL MONITOR D	1,215.00	1,215.00	.00	1383	500	CNU72120MM	06/11/2007	00709594	9999	00	RCY1	
00084092	INTEL CORE DUP	T2400 LAPTOP DV	3,355.00	3,355.00	.00	1383	530	062099	07/23/2007	00707779	9999	00	RCY1	
00084478	DV FOCUS FIREWI	VIDO MIXER DIGI	1,499.00	1,499.00	.00	1383	500	250237-7	07/23/2007	00708144	9999	00	RCY1	
00084480	MACROSYS AVIO E	EDITING SYSTEM	1,635.00	1,635.00	.00	1383	542	2CE82024WY	06/30/2008	00810786	9999	00	RCY1	
00085031	HP TABLET W/OUT	NOTEBOOK	1,938.00	1,938.00	.00	1383	530	QP833OWW2E7	11/25/2008	00901623	9999	00	RCY1	
00085330	ZOFF IMAC, 24 I	NIVIDIA GEFORCE	1,074.60	1,074.60	.00	1383	530	3108AP302000CE6	11/26/2008	00903206	9999	00	RCY1	
00085352	DUAL RADION 802	ACCESS POINT W/	6,350.00	6,350.00	.00	1383	530	PIC1T4599983627	02/27/2009	00905540	9999	00	RCY1	
00085722	NEWTEK TRICASTE	PRODUCTION STUD	6,990.00	6,990.00	.00	1340	530	1625017	05/04/2009	00906094	9999	00	RCY1	
00085787	TOS 32 CHAN 100	VID RECORDER TV	1,084.32	955.24	129.08	1383	542	A3900010	05/11/2010	01005409	9999	00	RCY1	
00086391	BRETFRD POWERS	HOLDS I-PODS RE	2,738.17	2,053.63	684.54	1383	530	NOT VISIBLE	10/31/2012	01206091	9999	00	RCY1	
00087008	HP 30-NOTEBOOK	CART FOR NOTEBO	1,199.00	719.40	479.60	1382	542		07/24/2013	01306251	9999	00	RCY1	
00087517	TEXT TALK	SOFTWARE COMPLE	2,698.00	2,698.00	.00	1340	530		01/14/2000	00024420	9999	00	RCY1	
00101177	STAGE CURTAINS													
TOTAL			103,830.63	102,537.41	1,293.22									

* = ACCOUNT AND BASE ORIGINAL VALUES DIFFER

REV-1

Transfer To Facility: Warehouse
Contact Person: Mike Remminger

Releasing Signature - Site P.R. Custodian

10/14/16

Date

10/14/16

Date Received

Original - Property Records Department
Copy for your records

RCY-1

Transfer To Facility: WAREHOUSE
Contact Person: S.JOHNSON OR E.MCDONALD

[illegible]

OCTOBER 13, 2016
Date
10/14/16
Date Received

Original - Property Records Department
Copy for your records

RC4-1

Transfer To Facility: SURPLUS

Contact Person: Mike Renninger

[illegible]

Date 10/12/14

10/11/16
Date Received

Consent C - 01/10/2017

RC4-1

School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM

Requesting Facility: IRA

Transfer To Facility: SURPLUS

Requesting Person: Alex Scott

Contact Person: Mike Renninger

Property Records
Office use only

Property Record #	Item Description (make/model)	Serial #	Condition	Property Records Office use only
81202	COMPASS LEARNING ODYSSEY SOFTWARE	N/A	Obsolete	
81203	K-6 COMPASS LEARNING SOFTWARE	N/A	Obsolete	
81204	COMPASS LEARNING HOSTED SOFTWARE	N/A	Obsolete	
81205	BASIC IMPLEMENTATION 3 SOFTWARE	N/A	Obsolete	

[Signature]
Releasing Signature - Site P.R. Custodian

10/12/16
Date

[Signature]
Receiving Signature

10/12/16
Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

RC4-1

Transfer To Facility: Warehouse

Contact Person: max

[illegible]

11-1-16

Date

11-1-16

Date Received

Original - Property Records Department
Copy for your records

RCY-1

Transfer To Facility: wake house

Contact Person: Rigo

[illegible]

Date 10/31/16

Date Received 10/31/16

Original - Property Records Department
Copy for your records

**School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM**

RCY-1

Requesting Facility: Rosewood Magnet

Transfer To Facility: Warehouse

Requesting Person: LaShann Biondi

Contact Person: LaShann Biondi

Property Records
Office use only

Property Record #	Item Description (make/model)	Serial #	Condition	Property Records Office use only
✓ 0000079607	eMac Monitor	PO-00308241	poor	
✓ 080891	Turning Tech Clickers & Dell laptop	RCXR-02	poor	
✓ 0000080284	eMac Monitor	PO-00404049	poor	
✓ 085031	HP Compaq 2710p	455953-001	poor	

[Signature]
Releasing Signature - Site P.R. Custodian

[Signature]
Receiving Signature

11-8-16
Date

11/08/2016
Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

RCY-1

School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM

Food Service

SURPLUS

Traci Simonton

Michael Renninger

Property Records
Office use only

Tracey Hartman

11/21/16

Michael K...

11/21/16

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

RC4-1

Transfer To Facility: Surplus

Contact Person: Mike Reminger

[illegible]

Date 12/6/16

12 / 6 / 16
Date Received

Original - Property Records Department
Copy for your records

**School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM**

RCY-1

Requesting Facility: Liberty
Requesting Person: Kim Eappelen

Transfer To Facility: Warehouse
Contact Person: Rigo

Property Records
Office use only

Property Record #	Item Description (make/model)	Serial #	Condition	
83707 ✓	Panasonic Projector	N/A	broken	
83739 ✓	Panasonic Projector	N/A	broken	

[Signature]
Releasing Signature - Site P.R. Custodian

[Signature]
Receiving Signature

11-7-16
Date

11/8/16
Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM

RCY-1

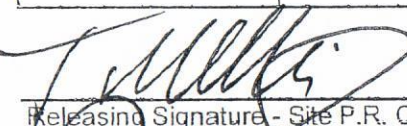
Requesting Facility: Beachland

Transfer To Facility: Warehouse

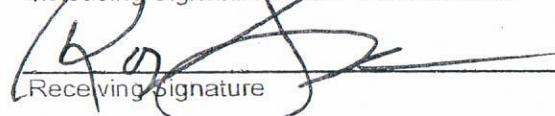
Requesting Person: Tam Mellen/Kelli Dixon

Contact Person: Rigo

Property Record #	Item Description (make/model)	Serial #	Condition	Property Records Office use only
✓ 84478	Focus Enhancements	062099	Obsolete	
✓ 84480	Macro System	250237-7	Obsolete	


Releasing Signature - Site P.R. Custodian

11/2/16
Date


Receiving Signature

11/2/16
Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

**School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM**

Transfer To Facility: Surplus
Contact Person: Mike Renninger

Property Records
Office use only

Releasing Signature - Site P.R. Custodian

Receiving Signature

10-1-2016
Date
10/1/16
Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

REC-1

**School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM**

Requesting Facility: Extended Day Program

Transfer To Facility: WAREHOUSE

Requesting Person: BARBARA Musselwhite

Contact Person: Barbara musselwhite

Property Record #	Item Description (make/model)	Serial #	Condition	Property Records Office use only
84092	INTEL CORE PROCESSOR LAPTOP	CNU72120MM	POOR	

Barbara Musselwhite
Releasing Signature - Site P.R. Custodian

MOA Upmire
Receiving Signature

10/26/2016
Date

10/26/2016
Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

RCY-1

Transfer To Facility: SURPLUS

Contact Person: Rigo

[illegible]

10.17.16

Date

Date Received 10/3/16

Original - Property Records Department
Copy for your records

Rey-1

Transfer To Facility: SURPLUS

Contact Person: Mike Reminger

[illegible]

12/6/16
Date

12/16/16
Date Received

Original - Property Records Department
Copy for your records

School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM

Requesting Facility: Sebastian Charter Jr. High Transfer To Facility: Warehouse
Requesting Person: Anta Taylor Contact Person: Anta Taylor

Property Records
Office use only

[illegible]

A. Taylor Director
Releasing Signature - Site P.R. Custodian

Releasing Signature - Site P.R. Custodian

Receiving Signature

Date 12/6/16
Date Received 12/7/16

Date Received 11/11/2011

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

SURPLUS PROPERTY RECORDS ACT
AUCTION ITEMS - REVENUE GENERATING

ASSET	DESCRIPTION 1	DESCRIPTION 2	ACCOUNT		CURR VAL	GL	FUND	SERIAL	ACQ	ACQ DATE	P.O.	CNTR	BDG	ROOM	DP
			ORIG VAL	ACCUM DEPR											
00056804	TUBA	3" VALVE	1,223.00	1,223.00	.00	1340	500	733213		11/18/1985	02914	9999	00	ACT1	BD
00060732	FRENCH HORN	DBL F/B FLAT W/	1,149.00	1,149.00	.00	1340	530	612155		09/16/1988	20511	9999	00	ACT1	BD
00060788	FRENCH HORN	DOUBLE F/B FLAT	1,149.00	1,149.00	.00	1340	530	610925		09/16/1988	20510	9999	00	ACT1	BD
00061668	TUBA	YAMAHA YBB103	1,325.00	1,325.00	.00	1340	530	102011		01/12/1990	46881	9999	00	ACT1	BD
00063333	FRENCH HORN	LEBLANC	1,229.00	1,229.00	.00	1340	530	628721		05/31/1991	94058	9999	00	ACT1	BD
00068050	TUBA	YAMAHA BRASS	2,498.00	2,498.00	.00	1340	530	102999		05/15/1995	62456	9999	00	ACT1	BD
00070082	TUBA	TUBA, YAMAHA YBB	2,919.00	2,919.00	.00	1340	530	103685		09/20/1996	73733	9999	00	ACT1	BD
00070083	TUBA	TUBA, YAMAHA YBB	2,919.00	2,919.00	.00	1340	530	103678		09/20/1996	73733	9999	00	ACT1	BD
00070084	FRENCH HORN	HORN FRENCH YAM	1,329.00	1,329.00	.00	1340	530	006256		09/20/1996	73733	9999	00	ACT1	BD
00072851	ICE MACHINE	MANITOWOC ICE M	1,886.00	1,886.00	.00	1340	530	990560364		08/13/1999	12215	9999	00	ACT1	FS
00075093	SR-34 SCAG SAGE	31HP 72" 2000 (11,199.98	11,199.98	.00	1340	530	5540618		10/23/2000	00104116	9999	00	ACT1	GR
00080598	CONVECTION STEA	ENTERPRISES GLE	8,815.00	8,815.00	.00	1340	541	80826-03C-01		06/30/2003	00310627	9999	00	ACT1	FS
00081899	YAMAHA Y-321 4	TUBA W/C W/CASE	3,319.00	3,319.00	.00	1340	530	363337		03/03/2005	00507355	9999	00	ACT1	BD
00082620	YAMAHA 4-VALVE	BAND	3,483.00	3,483.00	.00	1340	530	376187		03/31/2006	00607365	9999	00	ACT1	BD
00084980	COBALT FLUX DAN	HEAVY DUTY ELEC	1,992.88	1,992.88	.00	1340	500	AU4470022/SONY		04/21/2008	00808828	9999	00	ACT1	
00084982	COBALT FLUX DAN	HEAVY DUTY ELEC	1,992.88	1,992.88	.00	1340	500	AV4470024		04/21/2008	00808829	9999	00	ACT1	
00086387	SLICER, 2 SPEED	SHEET GLOBE (AR	4,859.34	4,338.70	520.64	1340	543	3851518		04/30/2010	01005665	9999	00	ACT1	FS
00086622	HP 30-NOTEBOOK	CHARGING CART	1,439.00	1,027.86	411.14	1383	543	SCV1210014		07/15/2011	01105554	9999	00	ACT1	
00087690	MAINTOWOC ICE M	INDIGO SERIER A	2,155.00	718.33	1,436.67	1340	541	020220085		03/19/2014	01403776	9999	00	ACT1	FS
TOTAL			56,882.08	54,513.63	2,368.45										

* = ACCOUNT AND BASE ORIGINAL VALUES DIFFER

ACT-1

School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM

Requesting Facility: GIFFORD

Transfer To Facility: SURPLUS

Requesting Person: AMANDA KASTNER

Contact Person: MIKE REMINGER

Property Records
Office use only

Property Record #	Item Description (make/model)	Serial #	Condition	Property Records Office use only
70082	TUBA YAMAHA	103685	obsolete	
68050	TUBA YAMAHA	102999	obsolete	
70083	TUBA YAMAHA	103678	obsolete	
60788	F-HORN HOLTON	610925	obsolete	
63333	F-HORN HOLTON	628721	obsolete	
60732	F-HORN HOLTON	612155	obsolete	
70084	F-HORN YAMAHA	006256	obsolete	
61668	TUBA YAMAHA	102011	obsolete	
81899	TUBA YAMAHA	363337	obsolete	
82620	TUBA YAMAHA	376187	obsolete	
56804	F-HORN BASSON	733213	obsolete	

Releasing Signature - Site P.R. Custodian

Receiving Signature

Date

Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM

Requesting Facility: Food Service
Requesting Person: PATRICK M^cCARTY

Transfer To Facility: SURPLUS
Contact Person: Mike Renninger

Property Records
Office use only

[illegible]

Releasing Signature - Site P.R. Custodian

Receiving Signature

Date _____

Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

ACT-1

School District of Indian River County
SURPLUS REMOVAL REQUEST/TRANSFER FORM

Requesting Facility: EXTENDED DAY PROGRAM

Transfer To Facility: WAREHOUSE

Requesting Person: BARB MUSSELWHITE

Contact Person: MAX MERINO / MIKE RENNINGER

Property Records
Office use only

Property Record #	Item Description (make/model)	Serial #	Condition	Property Records Office use only
84980	COBALT FLUX DANCE	AU4470022/SONY	NOT WORKING	
84982	HEAVY DUTY MATS	AV4470024	NOT WORKING	
86622	HP-30 NOTEBOOK LAPTOP CART	SCV1210014	BROKEN	

Barbara Musselwhite
Releasing Signature - Site P.R. Custodian

W. James E. Smith
Receiving Signature

11/10/2016
Date

11/14/2016
Date Received

(In addition to this form please enter your electronic work order request to expedite the removal of the items listed above)

Original - Property Records Department
Copy for your records

ACT - 1

Transfer To Facility: SURPLUS

Contact Person: Mike Remington

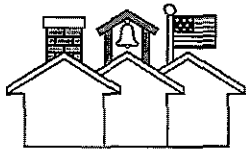
Property Records
Office use only

Date 12/4/14

12/16/16

Date Received

Original - Property Records Department
Copy for your records



School District of Indian River County

6500 57th Street • Vero Beach, Florida, 32967 • Telephone: 772-564-3000 • Fax: 772-569-0424

Mark J. Rendell, Ed.D. - Superintendent

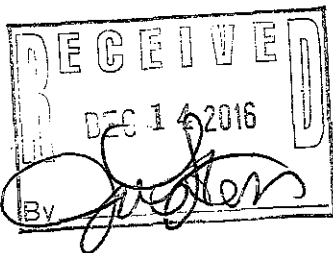
Date: December 12, 2016
To: Carter Morrison
From: Megan Kendrick
Regarding: *Request for Approval of Donation*

A donation of \$2,500.00 was received from Gould Cooksey Fennell, P.A.. The donation will fund the Teacher of the Year finalist expenses.

These funds were deposited into the District Office internal funds account entitled Professional Development - TOY.

Please forward this request for review and approval as appropriate.

Megan Kendrick, Coordinator; Professional Development



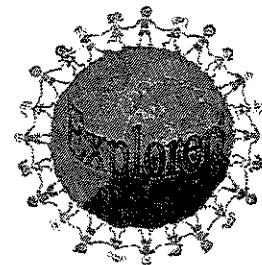
"Educate and inspire every student to be successful"

Shawn R. Frost • Dale Simchick • Matthew McCain • Charles G. Searcy • Claudia Jiménez
District 1 District 2 District 3 District 4 District 5

"To serve all students with excellence"
Equal Opportunity Educator and Employer

Handwritten initials

OSCEOLA MAGNET SCHOOL
A Florida "A" School
School District Of Indian River County
1110 18th Avenue SW
Vero Beach, FL 32962
(772) 564-5821



Scott Simpson, Principal

Janice McCord, Assistant Principal

TO: Dr. Mark J. Rendell, Superintendent
School Board Members
Indian River County School District

FROM: Scott Simpson, Principal

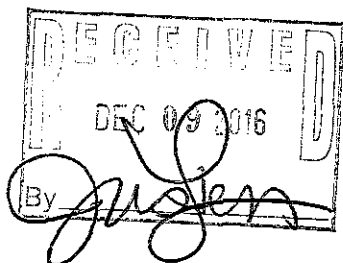
DATE: December 08, 2016

SUBJECT: Donation-SDIRC Board, Rule 7.17

Osceola Magnet School would like to request approval of a donation in the amount of \$3333.00 from Suzanne Hammond. This donation will benefit our staff and students by providing training and materials in the Singapore Math series. Funds will be in our Internal Funds account 7020.01.

Sincerely,

Scott Simpson
Scott Simpson, Principal



"A model for the state in the areas of Science and Math exploration with the integration of the Arts and Literacy in an engaging, positive and collaborative school community"



Fellsmere Elementary School

50 North Cypress Street, Fellsmere, FL 32948

Phone 772-564-5970 Fax 772-564-6020

Ramón J. Echeverría
Principal

Kimberly Garcia
Assistant Principal

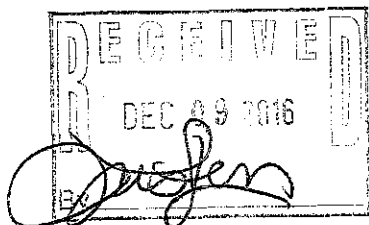
Memorandum

To: Carter Morrison, Assistant Superintendent of Finance/Operations
From: Ramon Echeverria, Principal
Date: December 2, 2016
Subject: St. Augustine of Canterbury Donation

Fellsmere Elementary has received a donation from St. Augustine of Canterbury in the amount of \$2600.00 to be used for aid for families of Fellsmere Elementary.

Please notify the Board of this donation.

RE/jm



WE EXIST TO ACHIEVE HIGH LEVELS OF LEARNING FOR ALL STUDENTS!

Beachland Elementary School

3350 Indian River Drive East
Vero Beach, Florida 32963-1799

Telephone: (772) 564-3300

FAX: (772) 564-3350

Caroline Barker
Principal

Susan Del Tufo
Assistant Principal

December 1, 2016

{To}: School Board Members

{From}: Caroline Barker, Principal

Regarding: PTA donation

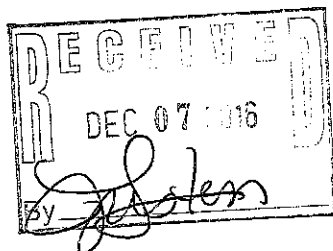
Beachland Elementary received \$1,670.25 from our PTA Scholastic Book Fair proceeds.

Funds were deposited into Beachland's Internal accounts -Media Department.



Caroline Barker, Principal

CB/br



School District of Indian River County

"It Takes A Community To Raise A Child"

COLLEGIATE HIGH SCHOOL/DUAL
ENROLLMENT AGREEMENT

Indian River State College
And
The School Board of Indian River
County, Florida

Whereas section 1007.273 *requires the Florida College System (FCS) institutions to establish a collegiate high school program for students in every school district in the Colleges' designated service area*, the **District Board of Trustees for Indian River State College**, hereinafter referred to as the **TRUSTEES**, and the **School Board of Indian River County, Florida**, hereinafter referred to as the **BOARD**, have made the following determinations:

- A) Terms of this Agreement shall commence July 1, 2017 or on the last date approved by either party, whichever is later and end June 30, 2018 unless terminated as hereinafter provided. Thereafter, a new contract will be established each year that will be in effect between July 1 – June 30.
- B) Indian River State College will develop a schedule of dual enrollment courses available on its campus, online, and, when possible, on high school campuses.
- C) As part of its Collegiate High School program, IRSC will work closely with each school district in its service area to provide students with the opportunity to earn industry certifications while simultaneously participating in dual enrollment programs that lead to immediate employment upon graduation of high school or support the continuation of a post-secondary program at the associate or baccalaureate level.
- D) As required by Section 1007.273, The TRUSTEES and the BOARD will establish a collegiate high school program that will serve 11th and 12th grade students for at least one full school year and will provide the opportunity to earn CAPE industry certifications and successfully complete 30 credit hours through the dual enrollment program toward the first year of college for an associate degree or a baccalaureate degree while enrolled in the collegiate high school program.
- E) Students who wish to participate in the collegiate high school program, must participate simultaneously in both a CAPE industry certification program and dual enrollment. Students who are dual enrolled but not working toward a CAPE industry certification are considered dual enrollment students but not collegiate high school students.
- F) Students participating in the collegiate high school program are required by Section 1007.273 to *enter into a student performance contract which must be signed by each participating student, the*

parent, a representative of the school district, and a representative of Indian River State College.

- G) Upon request, Indian River State College will provide college readiness resources and professional development training to secondary level teachers to support students who wish to participate in dual enrollment but lack the requirements to do so.
- H) Annual meetings shall take place between representatives from both institutions to review this Agreement to assure both parties that it continues to serve their mutual interests and provide student opportunities.
- I) Either party shall have the right to terminate this Agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.
- J) The parties through this Agreement recognize that as provided under Section 1007.271, F.S., Section 1007.273 F.S. and SBE Rule 6A-14.064, accelerated mechanisms such as dual enrollment/early college and advanced (college-level) instructional programs are available for qualified students from the School District to enhance learning opportunities and are required to be made available for those students. Per Section 1007.273 F.S. qualified high school students will be permitted to participate in no fewer than 30 college credit hours and may participate in the dual enrollment program to the extent of earning an associate degree, not to exceed 60 credit hours without the written approval of a school district official.
- K) The parties will utilize existing articulation agreements as provided in Section 1007.271, F.S., section 1007.273, F.S. SBE Rule 6A-14.064,
 - 1 College Credit Dual Enrollment
 - 2 Vocational Credit Dual Enrollment
- L) Per Section 1007.271 (21), and in support Section 1007.273. F.S. the BOARD shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to Indian River State College (IRSC) for instruction taking place on any IRSC campus to cover instructional and support costs incurred by the College. For 2017-18 the standard college credit tuition rate at a Florida College System institution is \$71.98 per credit hour or \$2.33 per vocational clock hour. On-line dual enrollment courses which originate at an IRSC campus and are taught by IRSC faculty are subject to this provision.
- M) Indian River State College will bill the school district for dual enrollment courses taken by high school students on IRSC campuses. The College will invoice for the total number of credits

taken by high school students during the Fall and Spring Semesters. There will be no billing for dual enrollment courses conducted during the summer semesters.

N) The College's invoice for dual enrollment will itemize the following information:

- Student's name;
- Prefix and title of dual enrollment course;
- Name of School;
- Number of credits;
- Total number of credits for all students, and;
- Total amount due.

O) A post-secondary institution may enter into an agreement with the school district to authorize teachers who teach dual enrollment courses at the high school site or the post-secondary institution.

P) A school district may not deny a student access to dual enrollment unless the student is ineligible to participate in the program subject to provisions specifically outlined in this Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. Ratification of Existing Agreements: All existing collegiate high school program agreements between the TRUSTEES and the BOARD are hereby modified to conform to the terms of this agreement.

ARTICLE II. Program Description: In accordance with Section 1007.271, F.S., Section 1007.273, SBE Rule 6A-14.064, the dual enrollment program is the enrollment of an eligible secondary student in a post-secondary course creditable toward both high school completion and a career certificate or high school completion and an associate degree. Dual enrollment, an articulated accelerated mechanism offered jointly by the TRUSTEES and the BOARD, shall broaden the scope of curricular options available to students and increase the depth of study available for a particular subject by offering college credit and post-secondary vocational courses to eligible high school students as provided in the Dual Enrollment Agreement. Stipulations regarding course content, program requirements, student evaluation, faculty credentials, college environment, and strategic planning for dual enrollment courses are covered in SBE Rule 6A-14.064 adopted by the State Board of Education along with the IRSC Dual Enrollment Course list website link.

Section 1007.271, F.S. requires school districts to "weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation, weighting systems that discriminate against dual enrollment courses are prohibited."

Course Lists: Any college credit course comprising 3 credits or higher and/or any vocational clock hour course comprising 75 hours or higher that is listed in the Statewide Course Numbering System (SCNS) for postsecondary credit can be considered for Dual Enrollment. Courses that meet high school graduation requirements are listed in the DUAL ENROLLMENT COURSE EQUIVALENCY LIST.

Physical Education, College Preparatory courses, and private music lessons are excluded from this Agreement. Any changes necessary during the academic year will be mutually agreed upon by the articulation representatives of Indian River State College and the School District. Approval of courses for dual enrollment does not guarantee applicability toward satisfaction of eligibility requirements for Florida Bright Futures scholarships. Those requirements should be checked with the Bright Futures Office.

Course Credit: According to Section 1007.271 (21), F.S., students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer. Students who complete a three (3), four (4), or five (5) credit dual enrollment course at IRSC with a passing grade will earn at least one-half (1/2) credit in the designated subject towards the high school diploma unless credit is otherwise assigned by the DUAL ENROLLMENT EQUIVALENCY LIST.

College Guidance:

- 1) Dual enrollment students will be assigned an IRSC advisor during their first term of enrollment. They will meet with their advisor to create an advising plan based upon their academic and career goals. This plan will then be used by the student and the high school counselor in subsequent semesters to determine appropriate dual enrollment courses to be taken. College relevant deadlines are posted on the IRSC webpage under "Catalog" www.irsc.edu.
- 2) Dual enrollment students will be able to access their educational plan online via the IRSC website where it can be utilized to search for available classes each semester.
- 3) This plan will ensure that dual enrollment students remain "on-track" for a college degree. High school counselors are responsible for ensuring that all applicable high school graduation requirements are met with the exception of courses dropped without notification to the counselor.
- 4) Dual enrollment students complete the registration process by selecting appropriate college classes, in consultation with their high school counselor and their assigned college advisor, based upon their individualized advising plan. Upon selection of the classes, they may register online, and submit the Dual Enrollment Registration Form

(IRSC68) with appropriate signatures to any IRSC campus. Submission of this form ensures that applicable fees for approved courses are exempted.

- 5) IRSC provides high school counselors with online access to:
- The student's advising plan
 - Transcript of grades
 - Student degree audit, test scores and placement values
 - Academic planning comments
 - Student class schedule
 - Email links to the student's IRSC counselor/advisor
 - Electronic notification of student withdrawals and drops from IRSC Dual Enrollment classes.

Notice to Participate: Students, parents, and school counselors will be notified by IRSC on the opportunities to participate in Dual Enrollment classes by:

- 1) Providing information sessions to be held at all IRSC campuses during the Spring Semester of each academic year.
- 2) The Office of Enrollment Management at IRSC, Campus Provost, or other IRSC representatives visiting each high school to provide enrollment support and information to the high school guidance counselors.
- 3) Enrollment Management coordinating efforts to answer questions, provide materials, and direct inquiries from students and parents interested in dual enrollment.
- 4) Sending students and/or parents a letter informing them of the student options to participate in dual enrollment.
- 5) Hosting a guidance counselor conclave each year to update and inform area high school counselors of dual enrollment opportunities for students as well as other opportunities at IRSC.

Student Eligibility and Access:

- 1) Be enrolled as a student in a Florida public or nonpublic secondary school (grades 11-12), or in a home education program.
- 2) Have a minimum of a 3.0 unweighted GPA for college credit courses and a minimum of 2.0 unweighted GPA for technical education clock hour courses. Recommended students with a GPA lower than the requirements above for dual enrollment may enroll pending documentation of approval from school district officials and the college administration. Exceptions to the GPA requirement may be granted by an IRSC Dean or Provost, upon the recommendation of the high school guidance counselor. Decision will

be based on high school justification, academic rigor of the course, placement scores, and other academic history.

- 3) Have completed 4 high school courses
- 4) Must achieve a minimum score on the P.E.R.T., a common placement test pursuant to Rule 6A-14.064, Florida Administrative Code. Students may substitute the appropriate scores from a state-approved standardized test such as the ACT or SAT to qualify for specific college credit dual enrollment courses.

Current ACT and SAT scores for college level readiness are:

Reading	ACT 19	SAT440 (taken before 3/1/16) or	SAT 24 (taken after 3/1/16)	P.E.R.T. 106
Writing	ACT 17	SAT 440 (taken before 3/1/16) or	SAT 24 (taken after 3/1/16)	P.E.R.T. 103
Math	ACT 19	SAT 440 (taken before 3/1/16) or	SAT 24 (taken after 3/1/16)	P.E.R.T. 114

- 5) Must complete dual enrollment application/permission forms with all appropriate signatures.
- 6) Must complete course registration forms with all appropriate signatures.
- 7) Must complete any applicable vocational assessment (i.e. TABE).
- 8) Meet any additional eligibility criteria specified by the post-secondary institution in the Dual Enrollment Articulation Agreement.
- 9) Cannot be scheduled to graduate prior to the completion of the dual enrollment course.
- 10) Must maintain a minimum 3.0 unweighted GPA for college credit courses and a minimum 2.0 unweighted GPA for technical education clock hour courses.
- 11) Students with a GPA lower than the requirements stated may enroll in dual enrollment classes pending documentation of approval from school district officials and the college administration.
- 12) Students who have accumulated twelve (12) college credit hours and have not yet demonstrated proficiency in all of the basic competency areas of reading, writing, and mathematics must be advised in writing by the School District of the requirements for associate degree completion and the state university admission, including information about future

financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

Student Support: High school counselors and IRSC educational service staff members will work together to ensure that each student meets the academic eligibility requirements for dual enrollment courses. High school guidance counselors are responsible for assisting the student to identify college courses that also meet high school graduation requirements; see Dual Enrollment Course Offerings on the IRSC Dual Enrollment Page at the college website: <https://www.irsc.edu/uploadedFiles/Programs/DualEnrollment/dual-enrollment-courses.pdf>

Student Standards of Conduct (From IRSC's Student Handbook):

The College looks upon its students as mature individuals at an age of responsibility for their own actions. The following regulations were designed by the students, staff, and faculty in order to insure compliance with state and county laws and to promote the safe, efficient operation of the College. Violations of these regulations will be referred to the Vice President of Student Affairs for appropriate action, which may include a Student Affairs Committee. Failure to respond to a summons by letter, telephone call, or message delivered by an IRSC employee concerning a matter of conduct is considered a violation of the student code of conduct. (See Administration of Student Discipline, page 55.)

IRSC Board Policy Number 6Hx11-7.24 Student Standards of Conduct

Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Students shall conduct themselves in a manner compatible with the College's function as an educational institution.

Student Standards of Conduct are applicable on campus, at off campus locations or activities, and while using College facilities or equipment. Each student shall assume responsibility for familiarity with College policies and agree to the highest moral and ethical standards of conduct including, but not limited to the following:

- To uphold and abide by all College policies and procedures including those of the Campus Coalition Government;
- To respect each student's right to learn in all educational environments;
- To participate and contribute to class discussions and activities to the best of his or her ability;
- To make responsible use of all College facilities and equipment including electronic communications with faculty, staff, and other students;
- To demonstrate respect towards faculty, staff, administrators, and other persons employed by the College;
- To respect instructor grading policies and to adhere to the highest standards of academic honesty;

- To acknowledge and comply with reasonable requests for student assistance or service by College personnel whenever possible;
- To extend courtesy, integrity, and good citizenship to all individuals at the College;
- To refrain from engaging in activities or conduct that might discredit or disrupt the College or its employees, students, and visitors.

Misconduct for which students are subject to discipline, falls into the following categories:

- A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- B. Forgery, alteration, or misuse of College documents, records, or identification.
- C. Obstruction or disruption of teaching, research, administration of disciplinary procedures, or other College activities, including its public service functions, or conduct which threatens or endangers the health or safety of any such persons.
- D. Theft or damage to property of the College or of a member of the College community or campus visitor.
- E. Unauthorized entry to or use of College facilities.
- F. Violation of College policies or of campus regulations including campus regulations concerning the registration of student organizations; the use of College facilities; or the time, place, and manner of public expressions.
- G. Consumption, use, possession, distribution or involvement with alcohol, illegal drugs or substances, (e.g. heroin, cocaine, LSD, barbiturates, hallucinogenic, narcotics, marijuana) or presence when/ where these substances are being used or consumed.
- H. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College-owned property or at College-supervised functions.
- I. Failure to comply with directions of College officials acting in the performance of their duties.
- J. Conduct which adversely affects the student's suitability as a member of the academic community. Students who aid others in disciplinary infractions are also subject to disciplinary action.
- K. Acts of sexual assault/battery (rape) or other forms of sexual misconduct, including harassment, exploitation, intimidation, or coercion.

IRSC Educational Services and advising staff will:

- 1) Make sure dual enrollment students are properly identified as such in the Mariner system.
- 2) Ensure that an individualized student success plan is developed and implemented for each dual enrollment student.
- 3) Provide ongoing advisement to students regarding their progression in College courses and programs.
- 4) Provide the school district with the student's grades at the end of the

- term electronically through the state FASTER system.
- 5) Provide Dual Enrollment students with the use of all of IRSC academic support resources. Students are encouraged to utilize services such as: Career Planning, Academic Support Centers (ASC), and Libraries.
 - 6) Students may also access the IRSC website for detailed information on degrees, programs, and resources.

Student Records: The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22, F.S., and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, F.S., and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

Instructional Quality and Evaluation: The TRUSTEES shall accept the responsibility for all courses and certification of faculty as prescribed in SBE Rule 6A-14.064 Credit Dual Enrollment and by the Southern Association of Colleges and Schools Commission on College's Principles of Accreditation.

- 1) In all cases, faculty must meet IRSC faculty credentialing criteria based on SACS Guidelines. These IRSC criteria apply to all faculty teaching post-secondary courses regardless of the physical location of the course being taught.
- 2) Indian River State College, as the post-secondary institution awarding credit, shall ensure that all faculty teaching dual enrollment courses meet these qualifications. All instructors must be certified by the TRUSTEES.
- 3) If the parties agree to utilize instructors employed by the BOARD, those instructors shall meet the same IRSC certification qualifications as other instructors employed by the TRUSTEES.
- 4) IRSC and the School District shall collaborate to ensure full compliance with all IRSC faculty certification procedures, and SACS Commission on Colleges Principles of Accreditation.
- 5) The President or designee, for the TRUSTEES, shall assign the instructors for all classes offered in accordance with this agreement.
- 6) A passing grade in a dual enrollment course indicates mastery of the performance standards for the course.
- 7) Those classes offered in a high school setting will maintain a collegial atmosphere with minimum interruptions in instructional time as established by SBE Rule 6A-14.064.
- 8) IRSC shall provide all instructors teaching dual enrollment courses with the approved course plans, objectives, competencies and final exams.
- 9) All instructors teaching dual enrollment courses shall provide a copy of the course syllabus to the appropriate IRSC Department Chair or Academic Dean prior to the start of each term.
- 10) All adjunct faculty teaching dual enrollment courses shall be provided with electronic access to the IRSC Adjunct Faculty Handbook and IRSC Student Handbook.
- 11) IRSC and the School District shall collaborate to ensure full

compliance with SACS standards regarding the number of college credit courses which may be offered on a high school site prior to seeking Substantive Change approval.

Responsibilities:

- 1) Students enrolled in dual enrollment classes in accordance with this Agreement are exempt from payment of registration, matriculation, and laboratory fees.
- 2) Insurance fees will be paid by the student unless BOARD provides appropriate insurance for coverage.
- 3) Students and/or the BOARD are responsible for transportation to and from dual enrollment classes.
- 4) The President or designee for the TRUSTEES shall have the responsibility for selection of textbook and courses materials in accordance with this Agreement.
- 5) The BOARD is responsible for providing instructional materials used in courses offered in accordance with this Agreement. The President or designee for the TRUSTEES and the Superintendent or designee, for the BOARD, shall mutually approve and agree upon procedures and conditions for the purchase, resale, and any reimbursement for instructional materials.
- 6) All textbooks and reusable course materials become property of the BOARD at the end of the course and must be returned to the school by the student using the course materials.
- 7) The TRUSTEES shall issue payment for instructional time rendered by an instructor employed by the TRUSTEES and in accordance with the current AAUP contract.
- 8) The BOARD shall be responsible for payment of instructors employed by the BOARD for courses offered in accordance with this agreement.
- 9) Class size, locations and time of course offerings will be approved by the President or designee, for the TRUSTEES.
- 10) Academic policies including grading, course withdrawals and repeats, and attendance will be in accordance with the College Catalog for Indian River State College, SBE Rule 6A-14.064.
- 11) Students and parents shall sign acknowledgement of the following college course-level expectations:
 - a. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements of SBE Rule 6A-10.030 F.A.C.; however, all grades are calculated into a student's GPA and will appear on the college transcript.
 - b. All grades, including "W" for withdrawal, become part of the student's permanent college transcript and may affect subsequent post-secondary admission.
 - c. Students who do not receive a passing grade for a course or who receive a grade of "W" according to the college, may retake the course at their own expense only.
 - d. College course materials and class discussions may reflect topics not typically included in secondary courses. College courses will not be modified to accommodate variations in student

- age and/or maturity.
- e. Courses will be selected to meet degree/certificate requirements in order to minimize student and state costs for excess hours.
 - f. Students who withdraw from a course cannot take additional dual enrollment classes until they have retaken and completed the course at their own expense or during the summer when no tuition is charged to the school district. Dual enrollment students must present a high school approval form to their college instructor before a college instructor will withdraw a student. Dual enrollment students must also adhere to all of the College's withdraw procedures.
 - g. Students who fail a dual enrollment course cannot enroll in additional dual enrollment courses until they have retaken and completed the course they failed at their own expense or during the summer when no tuition is charged to the school district.
 - h. Students will be limited to a maximum of 60 credit hours of dual enrollment. These hours will be monitored and enforced by the school district.
 - i. Beginning in the Fall 2015 semester, all first time dual enrollment students must complete IRSC's New Student Orientation, either online or in a live presentation format. New Student Orientation is required for all new IRSC students and includes information on college policies, procedures, resources, expectations, and other essential items that help support student success.
 - j. Beginning in the Spring 2016 semester, all first time dual enrollment students must successfully complete the SLS 1101/ Student Success course during their first semester of dual enrollment or will be ineligible to continue dual enrollment courses in future semesters. Students who have participated in IRSC's dual enrollment program prior to the spring 2016 semester are encouraged to enroll in the course but are not required to do so.
 - k. Students recommended for expulsion and are assigned to an alternative school setting are ineligible for dual enrollment while attending the assigned alternative school. Students enrolled in dual enrollment courses prior to an assignment at a dual enrollment school can complete their dual enrollment course(s) but cannot enroll in additional classes as previously described.
 - l. Secondary schools must notify IRSC's Vice President of Academic Affairs if one of their students has been expelled.
 - m. Indian River State College must notify the appropriate school district if a dual enrollment student is expelled from the College.

12) Grades awarded by IRSC are not subject to change by the BOARD or its representatives, including a "W". State Board Rule 6A-1.09941, F.A.C., *State Uniform Transfer of High School Credits*, establishes uniform procedures related to the high school's acceptance of transfer credit for students in Florida's public schools.

Financial Arrangements – Tuition and Cost Sharing:

- 1) When dual enrollment instruction is provided on the high school site by an Indian River State College faculty member, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the college to provide the instruction. On-line dual enrollment courses which are taught by an Indian River State College faculty member are subject to this provision.
- 2) When a dual enrollment course is held on the high school campus and instruction is provided by school district faculty, the school district is only responsible for the College's actual costs associated with offering the program. The TRUSTEES and the BOARD agree to share in these other actual costs; therefore, no charges will be assessed. On-line dual enrollment courses which are taught by school district faculty approved by IRSC to teach the course are subject to this provision.
- 3) The College will invoice the school district twice, on October 20, 2017 and on February 16, 2018 during the 2017-18 school year. The invoice is payable 30 days from the date of the invoice.

ARTICLE III. Evaluation of the Agreement: This agreement shall be renewed annually unless both parties request a change or termination, in which case a change or termination will be given in writing by either party with ninety (90) days' notice prior to such change or termination taking place. Evaluation of the Agreement will take place throughout the school year and include identifying problems, taking corrective actions, new strategies, and associated costs to implement those strategies. A summary report will be sent to a designated school district representative annually on progress of dual enrollment/collegiate high school numbers and strategies. New courses will be added to the *DUAL ENROLLMENT EQUIVALENCY LIST* once approved by the DOE.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated there under. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations.

IN WITNESS WHEREOF, the parties have caused this instrument to be signed in their respective names by their proper official, under these official seals, the day and year written below:

THE DISTRICT BOARD OF TRUSTEES
OF Indian River State College

SCHOOL BOARD OF
Indian River County, Florida

Chair – Jose L. Conrado

Chair – Charles Searcy

Date: _____

Date: _____

Attest: _____
Edwin R. Massey, President

Attest: _____
Mark J. Rendell, Superintendent

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Summary Points for Recommended Board Policy Changes Vol. 17, No. 1-Full Release Incl. IT Collection			
Policy #	Policy Title	Summary Points	Owner
100	Definitions	Definitions have been added for Apps and Web Services, Information Resources, Wireless Communication Devices, and Technology Resources. These terms are used throughout the 33 guidelines, forms and policies, and the first time each term is used in a policy parenthetically after the term it is noted "as defined in Bylaw 0100" and the reference to Bylaw 0100 will be a hotlink so the reader can toggle to the definitions and familiarize themselves with the meaning of the term in the guideline, form, or policy.	Dr. Rendell
154	Motions	Technical Correction.	Dr. Rendell
156	Legal Counsel	Technical Correction.	Dr. Rendell
9700	Relations with Special Interest Groups	If the Board chooses to establish New policy 6605 Crowdfunding, changes to this policy enable the Board to include language that is consistent with the policy position established in the new policy.	Dr. Rendell
1130	Appointment, Assignment, Transfer, and Promotion of Administrators	The revisions to these policies (1130, 4130), incorporate the language proposed for Policy 3130 in Volume 16, Number 2 update, which authorized the Superintendent to temporarily change a staff member's assignment if s/he deems such a temporary assignment is in the best interest of the staff member and/or District.	Dr. Fritz
1419	Group Health Plans	The revision proposed in paragraph one of these policies (1419, 3419, 4419), defines "group health plans" by referring to those plans listed in Policy 1419.01 and Policy 1419.02. Options are also provided so that District can declare in policy whether or not they intend to offer medical plans that provide minimum value coverage under the ACA.	Dr. Fritz
1419.01	Privacy Protections of Self-Funded Group Health Plans	The proposed revisions to these policies (1419.01, 3419.01, 4419.01) reflect the most recent changes to the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule and should be adopted to maintain accurate policies.	Dr. Fritz
1419.03	Patient Protection and Affordable Care Act	NEW. In January, 2013, NEOLA issued a legal alert discussing issues that Districts should consider in order to be prepared for the implementation of the Affordable Care Act (ACA). Many of the provisions of the ACA are now in effect and Districts, as employers, are impacted by these requirements. These new policies (1419.03, 3419.03, 4419.03) should be considered for adoption so that responsibility for compliance can be assigned through policy.	Dr. Fritz
1420	Benefits	These policies (1420, 3420, 4420) were revised to remove "legal services" from the list of employee benefits. "Legal services" for school employees and officers are regulated as set forth in F.S. 1012.26. Employees and officers clearly enjoy this statutory benefit, but we did not view it as a traditional employee benefit that must be defined in policy.	Dr. Fritz
2260	Nondiscrimination and Access to Equal Educational Opportunity	Technical Correction.	Dr. Fritz

3128	Contracts: Instructional Personnel	The revisions proposed are the result of Florida Legislative changes pertaining to retirees returning to employment with a District. Specifically, retirees returning to the District as instructional staff members must be awarded a on (1) year probationary contract.	Dr. Fritz
3130	Appointment, Assignment, Transfer, and Promotion of Instructional Staff	This policy was revised to address the requirement in F.S. 1012.42(1) that each Board adopt and implement a plan to assist out-of-field teachers and provide additional assistance to out-of-field teachers. Additionally, language was added to address the requirement in 1012.42(2) that Districts provide notification to parents of students assigned to teachers teaching out-of-field and to give such parents an opportunity to request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The transfer request process is a result of new legislation. (See revisions to Policy 5780 Student/Parent Rights for the process.) Finally, the policy was revised to include language regarding the new responsibility of Districts to report out-of-field teachers on their websites within thirty (30) days before the beginning of each semester.	Dr. Fritz
3419	Group Health Plans	The revision proposed in paragraph one of these policies (1419, 3419, 4419), defines "group health plans" by referring to those plans listed in Policy 1419.01 and Policy 1419.02. Options are also provided so that District can declare in policy whether or not they intend to offer medical plans that provide minimum value coverage under the ACA.	Dr. Fritz
3419.01	Privacy Protections of Self-Funded Group Health Plans	The proposed revisions to these policies (1419.01, 3419.01, 4419.01) reflect the most recent changes to the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule and should be adopted to maintain accurate policies.	Dr. Fritz
3419.03	Patient Protection and Affordable Care Act	NEW. In January, 2013, NEOLA issued a legal alert discussing issues that Districts should consider in order to be prepared for the implementation of the Affordable Care Act (ACA). Many of the provisions of the ACA are now in effect and Districts, as employers, are impacted by these requirements. These new policies (1419.03, 3419.03, 4419.03) should be considered for adoption so that responsibility for compliance can be assigned through policy.	Dr. Fritz
3420	Benefits	These policies (1420, 3420, 4420) were revised to remove "legal services" from the list of employee benefits. "Legal services" for school employees and officers are regulated as set forth in F.S. 1012.26. Employees and officers clearly enjoy this statutory benefit, but we did not view it as a traditional employee benefit that must be defined in policy.	Dr. Fritz
4130	Assignments	The revisions to these policies (1130), incorporate the language proposed for Policy 3130 in Volume 16, Number 2 update, which authorized the Superintendent to temporarily change a staff member's assignment if s/he deems such a temporary assignment is in the best interest of the staff member and/or District.	Dr. Fritz

4419	Group Health Plans	The revision proposed in paragraph one of these policies (1419, 3419, 4419), defines "group health plans" by referring to those plans listed in Policy 1419.01 and Policy 1419.02. Options are also provided so that District can declare in policy whether or not they intend to offer medical plans that provide minimum value coverage under the ACA.	Dr. Fritz
4419.01	Privacy Protections of Self-Funded Group Health Plans	The proposed revisions to these policies (1419.01, 3419.01, 4419.01) reflect the most recent changes to the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule and should be adopted to maintain accurate policies.	Dr. Fritz
4419.03	Patient Protection and Affordable Care Act	NEW. In January, 2013, NEOLA issued a legal alert discussing issues that Districts should consider in order to be prepared for the implementation of the Affordable Care Act (ACA). Many of the provisions of the ACA are now in effect and Districts, as employers, are impacted by these requirements. These new policies (1419.03, 3419.03, 4419.03) should be considered for adoption so that responsibility for compliance can be assigned through policy.	Dr. Fritz
4420	Benefits	These policies (1420, 3420, 4420) were revised to remove "legal services" from the list of employee benefits. "Legal services" for school employees and officers are regulated as set forth in F.S. 1012.26. Employees and officers clearly enjoy this statutory benefit, but we did not view it as a traditional employee benefit that must be defined in policy.	Dr. Fritz
8510	Wellness	The Code of Federal Regulations requires that a committee appointed pursuant to Policy 8510 review the District's wellness policy. The committee is also tasked with measuring the implementation of the plan and proposing any revisions to the policy that are deemed necessary. The template is included in this update as a reminder of this requirement. The committee should be convened so that this Federal requirement can be fulfilled.	Dr. Fritz
9160.01	Complaint Procedures Related to Alleged Discrimination Regarding Accessibility of District Facilities	Technical Correction.	Dr. Fritz
9200	Volunteers	NEW. This policy was drafted so that Districts can set forth guidance regarding District volunteers.	Dr. Fritz
5136	Wireless Communication Devices	Repealed Current and Replaced. Introductory paragraph now references the definition of Wireless Communication Devices (WCDs) found in Bylaw 0100. In addition to before school, after school, and during lunch, the principal may now allow students to use WCDs between classes.	Mr. Green

5136.01	Technology Resources and Other Electronic Equipment	NEW. Defines when the use of technology resources/electronic equipment by students at school may be appropriate and when the possession and use of such technology resources, and other equipment or devices, by students at school may also have the effect of distracting, disrupting, and/or intimidating others. Defines what devices students may use at school for educational purposes. Defines what devices students may use while riding a school bus. Specifically prohibits the use of technology resources for harmful purposes and where privacy or confidentiality is expected.	Mr. Green
7530	Lending of Board-Owned Equipment	Repealed Current and Replaced. Allows the Superintendent to lend Board-owned equipment to government and/or non-profit organizations in certain circumstances. Better defines the use of Technology Resources by staff when off school property, including instances when Personally Identifiable Information is stored on a Board-owned device. Clearly defines the staff member's responsibility to secure the device to prevent unauthorized access.	Mr. Green
7530.01	Staff Use of Wireless Communication Devices	Repealed Current and Replaced. This policy is renamed to "Board-Owned Wireless Communication Devices", the title "Staff Use of Wireless Communication Devices" is moved to a new policy, 7530.02. Language is updated to remove archaic technology references without changes to the original policy's intent.	Mr. Green
7530.02	Staff Use of Wireless Communication Devices	NEW. Defines the safe appropriate use of Wireless Communication Devices (WCDs) by employees. Clearly defines the duty of employees to maintain the confidentiality of student records while using Board-owned and/or personal Technology Resources. Requires employees to maintain Public Records and limits the use of devices while at work for personal use.	Mr. Green
7540	Computer Technology and Networks	Repealed Current and Replaced. The title of this policy is changed from "Computer and Technology Network" to simply "Technology" to reflect that "Technology Resources" is now being utilized as a term that is more expansive and inclusive than just "computers and networks." Specifies that the Superintendent may develop the District's Technology Plan, but requires annual approval by the Board. Expands the content of the District Technology Plan to include evaluating new and emerging technologies that might play a role in student achievement and success, as well as the efficient and effective operation of the District. References the definition of Technology Resources in Bylaw 0100. Defines "social media" so it is clear what an individual may be authorized to use for either work or school purposes and defines when staff and/or students are permitted to use District Technology Resources to access and use social media.	Mr. Green
7540.01	Technology Privacy	Repealed Current and Replaced. References to the definitions of Technology Resources and Information Resources in Bylaw 0100 are added. Clarifies that users have no expectation of privacy for any personal information stored, transmitted, or maintained on Board-owned systems.	Mr. Green

7540.02	District Web Page	<p>Repealed Current and Replaced. The title of this policy is changed from "District Web Page" to "Web Content, Services, and Apps", in order to emphasize that the policy applies to all web content, services, and apps that may be developed by staff members or students. References definition of web content, apps, and web services in Bylaw 0100. Adds references to Section 504 and the Americans with Disabilities Act. Clarifies that employees must use Board-approved websites, services, or apps for the purpose of conveying information to students and parents, and may not utilize their own personal web pages or sites for that purpose. Adds new language with respect to the instructional use of web services and apps; in particular, the Board authorizes the use of web services/apps to supplement and enhance learning opportunities. Requires that the Director of Technology Services review and approve the appropriateness of each web service/app and that they are compliant with COPPA, CIPA, and Section 504/ADA. Requires that students use their District-issued e-mail account to login to web services/apps.</p>	Mr. Green
7540.03	Student Network and Internet Responsible Use and Safety	<p>Repealed Current and Replaced. The policy name is being changed to "Student Technology and Internet Responsible Use and Safety." References to the definitions of Technology Resources and Information Resources in Bylaw 0100. Clarifies that the Board intends to regulate the use of Board Technology Resources in accordance with applicable local, State, and Federal laws, the Board's educational mission, and the terms of the Student Code of Conduct. States that wireless communication devices (WCDs) when connected to the Board's Technology Resources are also subject to the terms of this policy. Reminds users that they must refrain from engaging in illegal or unkind actions, and provides examples of what is meant by illegal and unkind actions. Adds language clarifying when students may use Board Technology Resources to access and use social media for educational purposes. Defines that students will be assigned a district-issued email account and must use this email for all school related electronic communications.</p>	Mr. Green

7540.04	Staff Network and Internet Responsible Use and Safety	<p>Repealed Current and Replaced. The policy name is being changed to "Staff Technology Responsible Use and Safety." References to the definitions of Technology Resources and Information Resources in Bylaw 0100. Clarifies that the Board intends to regulate the use of Board Technology and Information Resources in a manner consistent with applicable local, State, and Federal laws, as well as the Board's educational mission. States that use of Technology Resources and Information Resources, along with wireless communication devices (WCDs), are subject to the Board's responsible use policy. Requires users to refrain from engaging in illegal and unkind actions, and includes examples of what is meant by illegal and unkind actions. Deletes the reference to users' due process rights because they are not unique to this area – i.e., the District is obligated to meet certain due process standards whenever it takes disciplinary actions – and therefore this does not need to be repeated in this policy. Inserts a statement that users have no expectations of privacy with regard to their use of both Board Technology and Information Resources. Changes the reference to training involving "social networking websites" to training involving "social media" since users often access social networking services through apps instead of websites today. Adds new language concerning staff members' use of Board Technology Resources to access and use social media for business-related purposes.</p>	Mr. Green
7540.05	Electronic Mail	<p>Repealed Current and Replaced. This policy is renamed from "Electronic Mail" to "District-Issued Staff E-mail Account". This policy establishes a framework for the proper use of district issued e-mail for conducting official business, which may include communicating with colleagues, students, parents and community members. Mass e-mails intended for employees outside the staff members assigned site must be approved by and sent out from the superintendent's office. Employees are encouraged to keep their e-mail boxes organized and to save e-mails that constitute a public or student record. Before e-mail is released for a public records request, all exempt information must be redacted. Staff members are required to forward copies of any work or District related emails received in their personal e-mail accounts to their District e-mail account so that these records are archived for future retrieval if necessary. The policy also defines what is considered unauthorized use of District e-mail accounts such as using the service to send unsolicited e-mails or using deceptive addressing and/or forged headers to mask communications. The policy requires staff and Board members to annually acknowledge their review of, and intent to comply with the Board's responsible use policy.</p>	Mr. Green

7540.06	District-Issued Student E-mail Account	NEW. This new policy closely tracks Policy 7540.05, which pertains to District-issued staff e-mail accounts. This policy requires students to use the District provided student e-mail account for all school related electronic communications such as e-mailing teachers and registering for web services, applications, and other educational services that are being used for educational purposes. It also provides a framework for the proper use of e-mail as an educational tool. The policy also defines what is considered unauthorized use of student e-mail accounts such as using the service to send unsolicited e-mails or using deceptive addressing and/or forged headers to mask communications. The policy requires students to annually acknowledge their review of, and intent to comply with, the District's responsible use policy.	Mr. Green
7542	Access to Technology Resources from Personal Communication Devices	Repealed Current and Replaced. The name of the policy is being changed to "Access to Board-Owned Technology and/or Information Resources from Wireless Communication Devices." Differentiates between the use of the Board's business network and its guest network. References the definitions in Bylaw 0100 for Wireless Communication Devices, Technology Resources, and Information Resources when these terms are first mentioned.	Mr. Green
7543	Utilization of the District's Website and Remote Access to the District's Network	Repealed Current and Replaced. The name of the policy is being changed to "Utilization of the Board's Website and Remote Access to the Board's Network." Adds additional items to the list of resources that can be accessed on the Board's network. Adds charter school employees to the list of approved users allowed to access the Board's network.	Mr. Green
8305	Information Security	NEW. This policy defines classifications of data to be controlled by the Board. The policy requires all individuals who may be granted access to Information Resources to certify annually that they will comply with the established security protocols. The Superintendent shall set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of Board Data/Information. The Superintendent is authorized to develop procedures to be followed if there is an unauthorized release or a breach of the information/data collected and retained by the Board. The policy requires disciplinary consequences if an employee, student, or vendor/contractor does not adhere to the requirements of the policy.	Mr. Green

9800	Charter Schools	These revisions are the result of legislative changes related to charter schools in Florida. The changes include, but are not limited to, the addition of language addressing a charter school's right to defer opening of a school for up to two (2) years, the requirement that charter schools comply with controlled open enrollment laws, board member and parental involvement representative residency requirements, voluntary closure of charter schools, additional grounds for automatic termination of a charter, funding, and charter school website requirements. The new policy also better defines the Application Review Committee, updates application procedures, and Board Annual Report language.	Mr. Green
6322	Construction Contracting and Bidding	These revisions are the result of newly-adopted F.S. 1013.385, which allows certain exceptions to construction requirements (i.e. new flexibility for school district construction).	Mr. Morrison
6605	Crowdfunding	NEW. This new policy enables the Board to set forth a position about the rapidly growing trend of fundraising by individual staff members through crowdfunding websites like Go Fund Me, Donors Choose, and the like.	Mr. Morrison
6700	Fair Labor Standards Act (FLSA)	Revisions are proposed for the FLSA policy as a result of amendments to the Department of Labor's final rule updating overtime regulations. The final rule, among other things, increases the minimum salary needed for Executive, Administrative, and Professional workers to maintain their exemption from the FLSA (\$47,476 annually).	Mr. Morrison
7100	Facilities Planning	These revisions are the result of newly-adopted F.S. 1013.385, which allows certain exceptions to construction requirements (i.e. new flexibility for school district construction).	Mr. Morrison
2370.01	District Virtual Instruction Program	These revisions are a result of amendments to Florida Statutes pertaining to online course requirements for graduation. For clarification purposes, most of the graduation requirement language applicable to online learning was removed from Policy 2370.01 and inserted into Policy 5460.	Mrs. Dampier
2417	Comprehensive Health Education	Language has been drafted to give Districts the opportunity to require cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) instruction as a mandated component of the comprehensive health curriculum. While all students should be given the opportunity to earn CPR/AED certification, the language proposed stipulated clearly that earning this certification is not necessary to successfully completing the instruction.	Mrs. Dampier
2421	Career and Technical Education	The revisions proposed reflect changes in Florida law that now require District career centers to waive out-of-state fees for a person who is an active duty member of the Armed Forces of the United States residing or stationed outside of Florida.	Mrs. Dampier

2431	Interscholastic Athletics	The revisions proposed to these policies (2431, 2431.01, 5610.05) are the result of Florida legislative changes from House Bill 7029. Specifically, Districts are now required to include certain provisions in policy and the Student Code of Conduct regarding eligibility for participation in interscholastic and intrascholastic extra-curricular activities.	Mrs. Dampier
2431.01	Participation by Transfer Students	These revisions enable the Board to establish in policy the criteria set forth in F.S. 1006.15 that transfer students who participated in a sport at another school during a school year must meet to be eligible to participate in interscholastic and intrascholastic extra-curricular activities at a District school and, as required by State law, sets forth a definition of "good cause", which is one of the elements of the criteria for eligibility.	Mrs. Dampier
5350	Student Suicide Prevention	Revisions are proposed as a result of newly-created F.S. 1012.582. This new statute provides Districts the option of incorporating two (2) hours of suicide awareness and prevention training into its in-service credit program. If the District elects to incorporate the training at a particular school, the Florida Legislature has given Districts authority to designate any such school as a "Suicide Prevention Certified School."	Mrs. Dampier
5460	Graduation Requirements	There is new language regarding students' options to satisfy online course requirements through performance-based measures. Also, a revision proposed under the section for Credit Acceleration Program on page 5, so that the description of the ways a student who wants to graduate early can earn credit towards meeting the minimum requirements is more statutorily correct.	Mrs. Dampier
5610.05	Prohibition from Extra-Curricular Activities	The revisions proposed to these policies (2431, 2431.01, 5610.05) are the result of Florida legislative changes from House Bill 7029. Specifically, Districts are now required to include certain provisions in policy and the Student Code of Conduct regarding eligibility for participation in interscholastic and intrascholastic extra-curricular activities. Name of policy is being changed, also.	Mrs. Dampier
5780	Student/Parent Rights	The revisions proposed to this policy address additional educational options that may be made available to students (CAPE digital tools, CAPE industry certifications, College high school programs, and a Gardiner Scholarship). Revisions also include new provisions for parents to request that their child be transferred to a different classroom teacher or to an in-field classroom teacher. Both of these parental request options are required by Florida law.	Mrs. Dampier

DEFINITIONS

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Procedures

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Web Services

Apps/Web services are software (i.e., computer programs) that support the interaction of personal communication devices over a network, or client-server applications in which the user interface runs in a web browser. Apps/Web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/Web services also are used to facilitate communication to, from, and among and between staff, students, and parents.

Board

The School Board of Indian River County.

Bylaw

Policy of the Board for its own governance.

Chairman

The presiding officer of the Board. (See Bylaw 0163)

Compulsory School Age

All children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age but who have not attained the age of sixteen (16) years, except as otherwise provided in Florida statute, are required to attend school regularly during the entire school term. F.S. 1003.21

District

The School District. When referencing the local School District, School District will be capitalized.

District-Based Noninstructional Administrators

Included in this classification are persons with District-level administrative or policymaking duties who have broad authority for the management of policies and general School District operations related to the noninstructional program. Such personnel often report directly to the Superintendent and supervise other administrative employees. This classification includes assistant, associate, or deputy superintendents and directors of major noninstructional areas, such as personnel, construction, facilities, transportation, data processing, and finance. (F.S. 1012.01(2)(b))

Due Process

The safeguards to which a person is entitled in order to protect his/her rights.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual, or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

Major Tangible Personal School Property

Means any tangible personal property, of a nonconsumable nature, owned by the Board which has a capitalized value equal to or greater than the value defined in Florida statute and a normal life expectancy of one (1) year or more. (F.S. 274)

May

Is used when an action by the Board or its designee is permitted but not required.

Meeting

Is any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. All meetings shall comply with Florida Laws (Sunshine Law).

Minor Tangible Personal School Property

Those items which are tangible, of a nonconsumable nature, with a life expectancy of one (1) year or more and with a value less than that amount defined in Florida statute. (F.S. 274)

Parent

Means either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent (F.S. 1000.21). Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy

A general, written statement by the Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

Principal

The principal shall be the administrative and supervisory head of the school to which assigned by the Board and shall be responsible for the enforcement of all Board regulations and Florida State statutes which pertain to the office. In policy, capitalization of

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Principal implies delegation of responsibilities to appropriate staff members. F.S. 1001.41, 1212.28

Property

All buildings, grounds, and other real or personal school property belonging to, held by, or used by the Board shall be termed to be school property.

Real Property

That portion which is used as a site or school plant for purposes of carrying out the school program. This includes any equipment which is permanently attached to or is an integral part of the building or site.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Rule

A statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of the District. As used in this document, the term "rule" and "policy" shall have the same definition.

School Property Custodian

The custodian of school property is the person to whom responsibility for the custody of property under his/her control has been delegated by the Superintendent or the Board. This is not to be confused with the building custodian who is responsible for cleaning and maintaining the building and grounds.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

1 **Superintendent**

2 The chief executive officer of the School District. In policy,
3 capitalization of Superintendent implies delegation of responsibilities
4 to appropriate staff members.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

5 **Textbook**

6 This word is used to describe the learning material duly adopted and
7 required as standard work for the study of a particular subject. It
8 may be bound and printed with a hard or soft cover, or it may be
9 electronic, e.g., computer software, interactive videodisc, magnetic
10 media, CD ROM, computer courseware, on-line service, electronic
11 medium, or other means of conveying information.

12 **Vice-Chairman**

13 The Vice-Chairman of the Board.

Wireless Communication Devices

Wireless communication devices ("WCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, ~~(X) telephone paging devices (e.g., beepers or pagers (X))~~ and/or other web-enabled devices of any type.

14 Statutory and Code of Notations - **A.** Citations to Florida statute are noted as
15 F.S. **B.** Citations to the rules of the State Board of Education are noted as
16 F.A.C. (Florida Administrative Code) **C.** Citations to the Federal Register are noted as
17 F.R. **D.** Citations to the Code of Federal Regulations are noted as C.F.R. **E.** Citations
18 to the United States Code are noted as U.S.C.

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F.S. 274, 1001.21, 1001.41, 1003.21, 1012.01(~~23~~)(b) 1012.28

Revised 3/4/14

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1

ORGANIZATION

2 0151

Organizational Meeting

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In November of each year, the School Board shall organize by electing a Chair and Vice-Chair. In an election year, the organizational meeting shall be on the third Tuesday after the first Monday in November. In non-election years, the date of the organizational meeting shall be set so that the public notice required by law can be provided.

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The Chair and Superintendent shall sign a copy of the proceedings of organization as provided in State law and this bylaw, including the schedule for regular meetings and the names and addresses of all District officers, and the Superintendent shall file the document within two (2) weeks with the Department of Education.

14

F.S. 100.041, 1001.371

15 0152

Officers

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The organizational meeting shall be called to order by the Superintendent who shall act as presiding officer until the organization is complete.

19
20

After new members have received the oath of office, elections of officers shall be by majority vote of members physically present.

21
22

A. Officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

23
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26
27

B. In the event that the office of Chairman or Vice-Chairman becomes vacant, the School Board shall fill the vacancy for the unexpired term at the ensuing regular or special meeting in the same manner as the election conducted at the organization meeting.

28

F.S. 1001.371, 1001.462

1 The Superintendent shall be the secretary and executive officer of
2 the Board.

3 F.S. 1001.48

4 0153 **Appointees**

5 At the organizational meeting, the School Board will reach a
6 consensus in the selection of members as may be necessary to the
7 various organizations, committees, and/or councils as may be
8 required by law, Board policy, or as desired by the Board.

9 Board members shall discuss the need or necessity for Board
10 members to participate in various organizations, committees,
11 and/or councils as may be required by law, Board policy, or as
12 desired by the Board and determine appropriate representation.

13 Further, at the organizational meeting, the Board shall elect one (1)
14 member to serve on the county value adjustment board.
15 Additionally, it is the responsibility of the Board to appoint one (1)
16 citizen member who owns a business occupying commercial space
17 located within the School District to the value adjustment board.

18 F.S. 194.015
19 HB 909

20 0154 **Motions**

21 The School Board shall, at the organizational meeting, designate a
22 day, place, and time for regular business meetings.

23 0155 **Committees**

24 The School Board may establish committees and sub-committees as
25 the need arises.

26 The Board shall designate the standing committees.

Committees of the Board shall, when specifically charged to do so by the Board, conduct studies, and make recommendations to the Board. Whenever any members of a Board-established committee and/or sub-committee meet for any discussion of public business of that committee or sub-committee, the members shall abide by the Sunshine Law. The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public.

Legal Counsel

The School Board may employ or retain legal counsel to render legal services as are needed by the Board or Superintendent for school matters.

F.S. 1001.32(2) and (3)

APPOINTMENT, ASSIGNMENT, TRANSFER, AND
PROMOTION OF ADMINISTRATORS

The School Board believes that the appropriate placement of qualified and competent staff is essential to the success of the District.

Appointment and Assignment

The Superintendent shall submit written recommendations with regard to the appointment and assignment of administrators for Board action.

The Board shall act not later than three (3) weeks following the receipt of FCAT scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendations for initial appointment and assignment, or re-appointment and assignment, for good cause.

The Board authorizes the Superintendent to temporarily reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s). If such reassignment is in excess of fifteen (15) workdays, the Superintendent shall inform the Board.

Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to F.S. 1012.34.

When need be, the Superintendent shall submit written recommendations with regard to the promotion or transfer of administrative staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of an instructional staff member for good cause.

Required Reporting

The Superintendent must annually notify the parent of any student who is assigned to a school with an administrator having two (2) consecutive annual performance

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- 1 evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings
- 2 of unsatisfactory within a three (3) year period, or three (3) consecutive annual
- 3 performance evaluation ratings of needs improvement or a combination of needs
- 4 improvement and unsatisfactory. The Superintendent shall also comply with all
- 5 other reporting requirements set forth in State law.

1 **Duties, Days, and Hours**

2 The Superintendent shall communicate the duties, days, and hours of the various
3 classifications of administrators.

4 A. Administrative staff shall perform the duties required by Florida
5 statutes and Board policy, as well as all other generally accepted
6 administrative duties such as supervision of bus loading zones,
7 chaperoning students, and other reasonable duties as may be
8 assigned by the administrator's immediate supervisor. Failure to
9 perform such duties in an acceptable manner shall constitute a
10 violation of an administrator's contract and just cause for
11 disciplinary action.

12 B. Administrative staff are responsible for student control and
13 supervision at any location on campus or during school-sponsored
14 activities.

15 C. Administrators shall not permit their family or friends by their
16 presence to interfere with performance of their duties during
17 working hours.

18 **Employment and Supervision of Relatives (Nepotism)**

19 Administrators may not nominate for employment, or directly supervise, relatives at
20 the same work location. The administrator of any District entity or office shall
21 disclose to the Superintendent any relative for whom the administrator is
22 responsible with respect to employment decisions, payroll authorization, or job
23 performance evaluations. All employees shall disclose to the Superintendent, the
24 names of all relatives working at the same work location. Failure to immediately
25 make such disclosures shall be grounds for disciplinary action, up to and including
26 termination.

27 Work location is defined to include payroll cost center or any administrative unit
28 under the direct supervision of a permanent employee of the District.

1 "Relative" means an individual who is related to the supervisor as father, mother,
2 son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband,
3 wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law,
4 sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister,
5 half-brother, half-sister, grandfather, grandmother, grandchild, or persons who
6 reside at the same residence.

7 F.S. 112.3135, 1001.32 1012.22, 1012.23, 1012.2315, 1012.27, 1012.28, 1012.34,
8 1012.795, 1012.796

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GROUP HEALTH PLANS

2 The School Board shall have discretion to establish and maintain group health plans
3 for the benefit of eligible employees. Group health plans, as the term is used in this
4 policy, may include, but would not be limited to, major medical, prescription drug,
5 dental, and/or vision plans. These group health plans may provide certain health
6 benefit plans to administrative staff members and eligible dependents ~~benefits~~
7 ~~through insurance or otherwise~~ as permitted by law.

8

9 The Board has elected to provide major medical coverage that provides minimum
10 value coverage under the Affordable Care Act for some or all of its eligible employees.
11 The terms and conditions of the major medical coverage are set forth in the
12 appropriate plan documents.

13 © NEOLA 2007

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The School Board provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan
- E. Employee Assistance Plan
- F. Health Flexible Spending Accounts (FSA)
- G. Critical Illness Plan
- H. Cancer Plan
- I. Life Insurance
- J. Accidental Death and Dismemberment

The Board acknowledges that these group health plans are required to comply with the HIPAA Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints the Executive Director of Human Resources to serve as the Privacy Protection Officer of the group health plans.

The privacy official shall develop, propose to the Board, and implement after adoption policies and procedures for the group health plan(s) relating to the use and disclosure of protected health information. The privacy official shall verify that the policies and procedures are current and comply with Federal law.

~~The Board delegates authority to the Privacy Protection Officer to develop and implement the internal policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Protection Officer is authorized to make necessary amendments to the internal policies and procedures.~~

1

2 The Board also acknowledges that the HIPAA Security Rule requires group health
3 plans to implement various security measures with respect to electronic protected
4 health information. The board hereby appoints the Executive Director of Human
5 Resources to serve as the security official of the group health plans.

6 The security official is responsible for monitoring Federal law pertaining to HIPAA
7 and recommending any revisions to the policies and procedures that are needed to
8 comply with Federal law. The security official is responsible for conducting a risk
9 analysis and developing, proposing to the Board, and implementing policies and
10 procedures adopted by the Board for the group health plan(s) relating to the security
11 of electronic protected health information, if applicable. The security official is
12 responsible for monitoring Federal law pertaining to HIPAA and recommending any
13 revisions needed to comply with Federal law.

14 ~~The Board delegates authority to the security official to develop, propose to the~~
15 ~~Board, and implement policies for the group health plans relating to the security of~~
16 ~~electronic protected health information, if applicable, following Board approval. In~~
17 ~~the event that the HIPAA Security Rule is subsequently amended, the security~~
18 ~~official is authorized to recommend to the Board necessary amendments to the~~
19 ~~applicable policies~~

20 The Board further delegates authority to the privacy official and/or the security
21 official to undertake such other actions as provided by the HIPAA administrative
22 procedures in effect from time to time. The privacy official and/or security official
23 shall report his/her progress to the Board ~~upon request. The Board reserves the~~
24 ~~right to revoke any or all delegations set forth in this policy at any time for any~~
25 ~~reason.~~

26 ~~Since~~ The Department of Health and Human Services (HHS) has the authority to
27 impose civil monetary penalties upon covered entities. HHS has not historically
28 imposed these penalties directly upon individuals. ~~(CMP) for violations of the HIPAA~~
29 ~~Privacy Rule and the HIPAA Security Rule, the Board agrees to indemnify and hold~~
30 ~~harmless the privacy official and the security official for any CMP imposed upon the~~
31 ~~privacy official and the security official in connection with the performance of~~
32 ~~his/her duties for the group health plans.~~

33
34 Notwithstanding the forgoing ~~language~~, the Board ~~shall not~~ agrees to indemnify and
35 hold harmless the privacy official and ~~/or~~ the security official in ~~as~~ connection with
36 the performance of their delegated duties for the group health plans, except to the
37 extent that any liability imposed is the event the CMP was imposed as the result of
38 intentional misconduct or gross negligence, as defined by law. ~~by the privacy official~~
39 ~~and/or security official.~~

40
41 The group health plans administrator(s) shall provide timely notifications of
42 breaches of unsecured protected health information in accordance with the Health
43 Information Technology for Economic and Clinical Health (HITECH) Act and
44 accompanying regulations.

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The Board reserves the right to revoke any and all appointments set forth in this policy at any time for any reason.

F.S. 1002.22

20 U.S.C. 1232g

~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~

29 C.F.R. Part 1635

45 C.F.R. 160.102(2), 164.530(a), 164.530(i), 164.308(a)(2)

42 U.S.C. 1320d-5(a)(1)

45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

45 C.F.R. 164.530

45 C.F.R. 164.308

Revised 3/24/15

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NEW POLICY

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The School Board acknowledges that the patient protection and Affordable Care Act ("ACA") imposes certain obligations upon the Board. Such obligations may include the following:

- A. The Board shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date.
- B. Employees of the Board have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the Board enrolls in the Health Insurance Marketplace and receives a subsidy, then the Board may be liable for a penalty.

In event that the Board concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the Board shall incur the potential penalty.

29 U.S.C. 218B
26 U.S.C. 4980H

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1 BENEFITS

2 The School Board may provide all administrative staff members with the following
3 benefits:

4 A. Life Insurance

5 All administrators will have life insurance in an amount equal to
6 \$25,000. For those employees sixty-five (65) and older, coverage will
7 be reduced consistent with the certificate of group life insurance.
8 Additional life insurance and limited dependent coverage are options
9 provided to administrators at a group rate.

10 B. Hospitalization and Medical Insurance

11 All administrators shall have the opportunity to enroll in
12 hospitalization and medical care benefits.

13 C. Employee Assistance Program

14 An Employee Assistance Program that, through outside professional
15 counseling, may provide help for administrators and their families in
16 areas including, but not limited to, emotional disorders, chemical
17 (alcohol or drug) abuse, and/or marital, financial, family, legal, or
18 occupational problems. The program shall be reviewed by the
19 Superintendent and a recommendation for these services shall be
20 made to the Board for approval.

21 D. Liability Coverage

22 All administrators will have insurance covering injury and property
23 damage liability arising from the performance of assigned duties.
24 This policy covers the administrator's liability for negligent acts
25 arising out of administrative activities.

26 E. Workers' Compensation

27 Florida State law requires Workers' Compensation to be provided to
28 all employees and volunteers of the District. This assures
29 administrators who sustain a work-related illness or injury both
30 income and medical care for that injury until they are able to return
31 to work.

Administrators who are eligible for Workers' Compensation may be paid earned sick leave benefits in addition to Workers' Compensation benefits. The sick leave amount is reduced by the amount of the Workers' Compensation benefit. In no case can total pay exceed the administrator's regular at-work salary.

F. Other Insured Employee Benefits

Dental, vision, short term disability, long term disability, critical illness, cancer, and accidental death and dismemberment group insurance plans are available to administrators.

G. Flexible Spending Accounts

Flexible benefits plan accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.

H. Legal Services

~~Legal services in a tort action shall be provided for administrators at such time action is construed to be an outcome of duties performed for the Board.~~

I. Terminal Pay

Any full-time member of the administrative staff shall be entitled to terminal pay at the time of resignation or retirement, with termination from employment. "Retirement" as used in this policy shall mean retirement under the Florida Retirement System with either full or reduced benefits as provided by law. If service is terminated by death, payment will be made to his/her beneficiary. Terminal pay for administrative staff shall be computed at the daily rate of pay of the staff member at the time of retirement or death multiplied by seventy percent (70%) of the total number of accrued and valid sick leave days credited to the employee.

1. Any person entitled to terminal pay benefits shall have been under contract to render services for the period immediately preceding resignation/retirement or death and shall not be under suspension from duty or have any charges pending which could result in dismissal from employment.

2. Any person entitled to terminal pay benefits who has ten (10) - twelve (12) years, but less than thirteen (13) years of creditable service shall be paid at fifty percent (50%) of the accrued number of days in accordance with F.S. 1012.66.
3. The employee must have provided ten (10) years service to the District immediately prior to retirement to be eligible for the terminal pay benefits.
4. For any full-time employee included in the categories of administrative, professional technical, and confidential managerial terminal pay for sick leave shall be compensated at the daily rate of pay applicable at the time the sick leave was earned. For unused sick leave accumulated prior to July 1, 2004, terminal payment shall be compensated at the daily rate of pay at the time of termination. For purposes of calculating this compensation, sick leave used shall be deducted from the available balance beginning with July 1, 2004. Any leave accumulated prior to July 1, 2004, will be exhausted last.

4.1. Vacation Leave

1. A member of the administrative staff shall accrue vacation leave, exclusive of holidays, with compensation as follows:
 - a. An employee with less than five (5) years of continuous service in the District at the rate of one (1) day per month, cumulative to twelve (12) work days per year.
 - b. An employee with five (5) or more, but less than ten (10) years of continuous service in the District, will accrue at the rate of one and one-fourth (1 1/4) days per month, cumulative to fifteen (15) work days per year.
 - c. No vacation leave may be accrued by an employee who is not paid for at least twelve (12) working days during any month.
 - d. The term "continuous" shall mean an employee who has rendered uninterrupted service to the Board in a twelve (12) month contractual position.

2. The maximum number of accumulated vacation hours, which an employee is permitted to accrue at the end of each calendar year shall be 500 hours.
3. Vacation leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee's administrative supervisor. Vacation leave shall be so scheduled as to cause a minimum disruption of the school program.
4. Vacation leave shall not be granted until the employee has rendered at least six (6) months acceptable service in the District.
5. Vacation leave may not be granted for less than one-half (1/2) day.
6. Vacation leave will be charged against scheduled, working days only.
7. Accrued vacation leave may be used for other types of leave with the approval of the Superintendent.
8. Payment for accrued annual leave to an employee of the Board upon termination of employment or upon retirement, or to the employee's beneficiary, and if service terminated by death shall be regulated by section A above. Employees hired after July 1, 1995 are limited to a total of 500 hours maximum payment.

KJ. Holidays

Holidays will be designated by the Board at the time it adopts and amends the school calendar and/or ratifies contractual agreements with employee bargaining units.

~~L~~K. Sick Leave Bank

The sick leave bank, available to qualified administrators, is a source from which additional paid sick leave days may be granted for the administrators' catastrophic, prolonged personal illness, accident, or injury. Membership in the sick leave bank is available to administrators after completion of at least one (1) full year of employment with the District consistent with the *Sick Leave Bank Procedures*. The procedures may be updated by the Superintendent as necessary.

~~M~~L. Retirement Incentive

An employee who is not a member of a bargaining unit and is eligible for retirement under an existing State retirement system shall have fifteen percent (15%) (plus one percent (1%) for every five (5) years of service with SDIRC) of the current annual salary, exclusive of supplements, provided that the employee:

1. retires within the first year eligible for retirement without penalty under one of the State retirement plans; and
2. begins the necessary procedures for retirement through the District personnel office to effectuate retirement, and declares intent by January 15th; with a resignation sixty (60) days prior to the effective date of retirement.

The employee must have provided at least ten (10) years of continuous service to the District and have reached the age of sixty-two (62) or must have completed thirty (30) years of continuous service in the Florida Retirement System, ten (10) years of which must be in the District to qualify.

Employees who are not members of a bargaining unit and who have served at least twenty-five (25) continuous years in the District will also qualify.

1 It shall be the responsibility of each employee to determine, through
2 the Division of Retirement, his/her eligibility for retirement, to
3 establish that s/he meets the requirements set forth for the
4 collection of the retirement incentives. Once the employee has
5 verified to the District personnel department that all requirements
6 for retirement are met, verification of such retirement will be given
7 the finance office so that a check for the retirement incentive may be
8 issued.

9 NM. Retirement Options

10 Retirement Options including, but not limited to regular disability,
11 In-Line-of-Duty Disability, and the Deferred Retirement Option
12 Program (DROP) are available to qualified employees.

13 Retirement procedures and all Florida Retirement Service retirement
14 guides published by the State of Florida, Department of
15 Management Services, Division of Retirement are incorporated by
16 reference and are part of this Board policy.

17 F.S. 112.08, 112.1915, Chapter 121, 440.491, 1012.26, 1012.33, 1012.61, 1012.65

18 F.S. ~~1012.74~~, 1012.798

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**THE SCHOOL BOARD OF
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1 NONDISCRIMINATION AND
2 ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

3 Any form of discrimination or harassment can be devastating to an individual's
4 academic progress, social relationship, and/or personal sense of self-worth. As
5 such, the School Board will not discriminate nor tolerate harassment in its
6 educational programs or activities on the basis of race, color, national origin, sex
7 (including sexual orientation, transgender status, or gender identity), disability
8 (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as
9 authorized by law), religion, military status, ancestry, or genetic information, which
10 are classes protected by State and/or Federal law (collectively, "protected classes").

11 The Board also does not discriminate on the basis of protected classes in its
12 employment policies and practices as they relate to students.

13 Equal educational opportunities shall be available to all students, without regard to
14 the protected classes, age (unless age is a factor necessary to the normal operation
15 or the achievement of any legitimate objective of the program/activity), place of
16 residence within the boundaries of the District, or social or economic background, to
17 learn through the curriculum offered in this District. Educational programs shall be
18 designed to meet the varying needs of all students.

19 In order to achieve the aforesaid goal, the Superintendent shall:

20 A. **Curriculum Content**

21 review current and proposed courses of study and textbooks to
22 detect any bias based upon the protected classes, ascertaining
23 whether or not supplemental materials, singly or taken as a whole,
24 fairly depict the contribution of both genders, various races, ethnic
25 groups, etc., toward the development of human society;

26 B. **Staff Training**

27 develop an ongoing program of in-service training for school
28 personnel designed to identify and solve problems of bias based
29 upon the protected classes, in all aspects of the program;

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1 C. Student Access

2 1. review current and proposed programs, activities, facilities,
3 and practices to verify that all students have equal access
4 thereto and are not segregated on the basis of the protected
5 classes, in any duty, work, play, classroom, or school
6 practice, except as may be permitted under State and Federal
7 laws and regulations;

8 2. verify that facilities are made available for non-curricular
9 student activities that are initiated by parents or other
10 members of the community, including but not limited to any
11 group that is officially affiliated with the Boy Scouts of
12 America or any other youth group listed in Title 36 of the
13 United States Code as a patriotic society, pursuant to Board
14 Policy 7510 - Use of District Facilities;

15 In accordance with Florida Statute, the Board may establish and
16 maintain a single-gender nonvocational class, extra-curricular
17 activity, or school for elementary, middle, or high school students.

18 D. District Support

19 verify that like aspects of the District's program receive like support
20 as to staff size and compensation, purchase and maintenance of
21 facilities and equipment, access to such facilities and equipment,
22 and related matters;

23 E. Student Assessment

24 verify that tests, procedures, or guidance and counseling materials,
25 which are designed to evaluate student progress, rate aptitudes,
26 analyze personality, or in any manner establish or tend to establish
27 a category by which a student may be judged, are not differentiated
28 or stereotyped on the basis of the protected classes.

29 District Compliance Officer(s)

30 The Board designates the following individuals to serve as the District's "Compliance
31 Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the
32 "COs")

33 Executive Director for Human Resources Executive Director for Exceptional

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1 Education and Student Services

2 6500 57th Street 6500 57th Street
3 Vero Beach, FL 32967 Vero Beach, FL 32967

4 772-564-3000 772-564-3000

5 The names, titles, and contact information of these individuals will be published
6 annually on the School District's website.

7 The COs are responsible for coordinating the District's efforts to comply with
8 applicable Federal and State laws and regulations, including the District's duty to
9 address in a prompt and equitable manner any inquiries or complaints regarding
10 discrimination or denial of equal access. The CO(s) shall also verify that proper
11 notice of nondiscrimination for Title II of the Americans with Disabilities Act (as
12 amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education
13 Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended),
14 the Age Discrimination Act of 1975, the Florida Civil Rights Act of 1992, the Florida
15 Educational Equity Act, and/or their implementing regulations is provided to
16 students, their parents, staff members, and the general public. A copy of each of the
17 acts and regulations on which this notice is based may be found in the CO's office.

18 The Superintendent shall annually attempt to identify children with disabilities, ages
19 3-22, who reside in the District but do not receive public education. In addition,
20 s/he shall establish procedures to identify students who are Limited English
21 Proficient (LEP), including immigrant children and youth, to assess their ability to
22 participate in District programs, and develop and administer a program that meets
23 the English language and academic needs of these students. This program shall
24 include procedures for student placement, services, evaluation, and exit procedures
25 and shall be designed to provide students with effective instruction that leads to
26 academic achievement and timely acquisition of proficiency in English. As a part of
27 this program, the District will evaluate the progress of students in achieving English
28 language proficiency in the areas of listening, speaking, reading, and writing, on an
29 annual basis (see AP 2260F).

30 Reports and Complaints of Unlawful Discrimination and Retaliation

31 Students and all other members of the School District community and third parties
32 are encouraged to promptly report incidents of unlawful discrimination and/or
33 retaliation to a teacher, administrator, supervisor, or other District official so that
34 the Board may address the conduct. Any teacher, administrator, supervisor, or
35 other District employee or official who receives such a complaint shall file it with the
36 CO within two (2) business days.

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Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a protected class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct.

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1 Thereafter, the CO or designee must contact the student, if age eighteen (18) or
2 older, or the student's parents if the student is under the age eighteen (18), within
3 two (2) school days to advise s/he/them of the Board's intent to investigate the
4 alleged wrongdoing.

5 **Investigation and Complaint Procedure**

6 Any student who believes that s/he has been subjected to unlawful discrimination
7 or retaliation may seek resolution of his/her complaint through the procedures
8 described below. The formal complaint procedures involve an investigation of the
9 individual's claims and a process for rendering a decision regarding whether the
10 charges are substantiated.

11 Due to the sensitivity surrounding complaints of unlawful discrimination or
12 retaliation, timelines are flexible for initiating the complaint process; however,
13 individuals should make every effort to file a complaint within thirty (30) calendar
14 days after the conduct occurs. Once the formal complaint process is begun, the
15 investigation will be completed in a timely manner (ordinarily, within fifteen (15)
16 business days of the complaint being received).

17 The procedures set forth below are not intended to interfere with the rights of a
18 student to pursue a complaint of unlawful discrimination or retaliation with the
19 United States Department of Education Office for Civil Rights ("OCR"). The Atlanta
20 Office of the OCR can be reached at 61 Forsyth Street, SW. - Suite ~~16T70-19T10~~,
21 Atlanta, GA 30303-~~8909-8927~~, ~~(404) 562-7886~~; ~~(404) 562-7884 TDD~~Phone: ~~404-~~
22 ~~974-9406~~; ~~(404) 562-7881~~ FAX: ~~404-974-9471~~; Web: <http://www.ed.gov/ocr>.

23 **Informal Complaint Procedure**

24 The goal of the informal complaint procedure is to quickly stop inappropriate
25 behavior and facilitate resolution through an informal means, if possible. The
26 informal complaint procedure is provided as a less formal option for a student who
27 believes s/he has been unlawfully discriminated or retaliated against. This informal
28 procedure is not required as a precursor to the filing of a formal complaint.

29 The informal process is only available in those circumstances where the parties (the
30 alleged target of the discrimination and individual(s) alleged to have engaged in the
31 discrimination) agree to participate in it.

32 Students who believe that they have been unlawfully discriminated/retaliated
33 against may proceed immediately to the formal complaint process and individuals
34 who seek resolution through the informal procedure may request that the informal
35 process be terminated at any time to move to the formal complaint process.

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1 All complaints involving a District employee or any other adult member of the School
2 District community against a student will be formally investigated.

3 As an initial course of action, if a student feels that s/he is being unlawfully
4 discriminated/retaliated against and s/he is able and feels safe doing so, the
5 individual should tell or otherwise inform the person who engaged in the allegedly
6 discriminatory/retaliatory conduct that it is inappropriate and must stop. The
7 complaining individual should address the alleged misconduct as soon after it
8 occurs as possible. The COs are available to support and counsel individuals when
9 taking this initial step or to intervene on behalf of the individual if requested to do
10 so. An individual who is uncomfortable or unwilling to inform the person who
11 allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from
12 otherwise filing an informal or a formal complaint. In addition, with regard to
13 certain types of unlawful discrimination, such as sexual discrimination, the CO may
14 advise against the use of the informal complaint process.

15 A student who believes s/he has been unlawfully discriminated/retaliated against
16 may make an informal complaint, either orally or in writing: (1) to a teacher, other
17 employee, or building administrator in the school the student attends; (2) to the
18 Superintendent or other District-level employee; and/or (3) directly to one of the
19 COs.

20 All informal complaints must be reported to one of the COs who will either facilitate
21 an informal resolution as described below, or appoint another individual to facilitate
22 an informal resolution.

23 The School District's informal complaint procedure is designed to provide students
24 who believe they are being unlawfully discriminated/retaliated against with a range
25 of options aimed at bringing about a prompt resolution of their concerns.
26 Depending upon the nature of the complaint and the wishes of the student claiming
27 unlawful discrimination/retaliation, informal resolution may involve, but not be
28 limited to, one (1) or more of the following:

29 A. Advising the student about how to communicate his/her concerns
30 to the person who allegedly engaged in the
31 discriminatory/retaliatory behavior.

32 B. Distributing a copy of Policy 2260 – Nondiscrimination and Access
33 to Equal Educational Opportunity as a reminder to the individuals
34 in the school building or office where the individual whose behavior
35 is being questioned works or attends.

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1 C. If both parties agree, the CO may arrange and facilitate a meeting
2 between the student claiming discrimination/retaliation and the
3 individual accused of engaging in the misconduct to work out a
4 mutual resolution.

5 While there are no set time limits within which an informal complaint must be
6 resolved, the CO or designee will exercise his/her authority to attempt to resolve all
7 informal complaints within fifteen (15) business days of receiving the informal
8 complaint. Parties who are dissatisfied with the results of the informal complaint
9 process may proceed to file a formal complaint. And, as stated above, parties may
10 request that the informal process be terminated at any time to move to the formal
11 complaint process.

12 All materials generated as part of the informal complaint process will be retained by
13 the COs in accordance with the Board's records retention policy and/or student
14 records policy. (See Policy 8310 and Policy 8330)

15 **Formal Complaint Procedure**

16 If a complaint is not resolved through the informal complaint process, if one (1) of
17 the parties requested that the informal complaint process be terminated to move to
18 the formal complaint process, or if the student elects to file a formal complaint
19 initially, the formal complaint process shall be implemented.

20 A student who believes s/he has been subjected to unlawful
21 discrimination/retaliation (hereinafter referred to as the "complainant") may file a
22 formal complaint, either orally or in writing, with a teacher, Principal, or other
23 District employee at the student's school, the CO, Superintendent, or another
24 District employee who works at another school or at the District level. Due to the
25 sensitivity surrounding complaints of unlawful discrimination, timelines are flexible
26 for initiating the complaint process; however, individuals should make every effort to
27 file a complaint within thirty (30) calendar days after the conduct occurs. If a
28 complainant informs a teacher, Principal, or other District employee at the student's
29 school, Superintendent, or other District employee, either orally or in writing, about
30 any complaint of discrimination/retaliation, that employee must report such
31 information to the CO within two (2) business days.

32 Throughout the course of the process, the CO should keep the parties informed of
33 the status of the investigation and the decision-making process.

34 All formal complaints must include the following information to the extent it is
35 available: the identity of the individual believed to have engaged in, or be engaging
36 in; the discriminatory/retaliatory conduct; a detailed description of the facts upon

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1 which the complaint is based; a list of potential witnesses; and the resolution sought
2 by the complainant.

3 If the complainant is unwilling or unable to provide a written statement including
4 the information set forth above, the CO shall ask for such details in an oral
5 interview. Thereafter, the CO will prepare a written summary of the oral interview,
6 and the complainant will be asked to verify the accuracy of the reported charge by
7 signing the document.

8 Upon receiving a formal complaint, the CO will consider whether any action should
9 be taken in the investigatory phase to protect the complainant from further
10 discrimination or retaliation, including, but not limited to, a change of work
11 assignment or schedule for the complainant and/or the person alleged to have
12 engaged in the misconduct. In making such a determination, the CO should consult
13 the complainant to assess his/her agreement to the proposed action. If the
14 complainant is unwilling to consent to the proposed change, the CO may still take
15 whatever actions s/he deems appropriate in consultation with the Superintendent.

16 Within two (2) business days of receiving the complaint, the CO or designee will
17 initiate a formal investigation to determine whether the complainant has been
18 subjected to unlawful discrimination/retaliation. A Principal will not conduct an
19 investigation unless directed to do so by the CO.

20 Simultaneously, the CO will inform the individual alleged to have engaged in the
21 discriminatory or retaliatory conduct (hereinafter referred to as the "respondent")
22 that a complaint has been received. The respondent will be informed about the
23 nature of the allegations and provided with a copy of any relevant policies and/or
24 administrative guidelines, including Policy 2260 - Nondiscrimination and Access to
25 Equal Educational Opportunity. The respondent must also be informed of the
26 opportunity to submit a written response to the complaint within five (5) business
27 days.

28 Although certain cases may require additional time, the CO or designee will attempt
29 to complete an investigation into the allegations of discrimination/retaliation within
30 fifteen (15) business days of receiving the formal complaint. The investigation will
31 include:

32 A. interviews with the complainant;

33 B. interviews with the respondent;

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1 C. interviews with any other witnesses who may reasonably be
2 expected to have any information relevant to the allegations;

3 D. consideration of any documentation or other information presented
4 by the complainant, respondent, or any other witness that is
5 reasonably believed to be relevant to the allegations.

6 At the conclusion of the investigation, the CO or designee shall prepare and deliver a
7 written report to the Superintendent that summarizes the evidence gathered during
8 the investigation and provides recommendations based on the evidence and the
9 definition of unlawful discrimination/retaliation as provided in Board policy and
10 State and Federal law as to whether the complainant has been subjected to unlawful
11 discrimination/retaliation. The CO's recommendations must be based upon the
12 totality of the circumstances, including the ages and maturity levels of those
13 involved. In determining if unlawful discrimination or retaliation occurred, a
14 preponderance of evidence standard will be used. The CO may consult with the
15 Board's legal counsel before finalizing the report to the Superintendent.

16 Absent extenuating circumstances, within five (5) business days of receiving the
17 report of the CO or designee, the Superintendent must either issue a final decision
18 regarding whether the charges have been substantiated or request further
19 investigation. A copy of the Superintendent's final decision will be delivered to both
20 the complainant and the respondent.

21 If the Superintendent requests additional investigation, the Superintendent must
22 specify the additional information that is to be gathered, and such additional
23 investigation must be completed within five (5) days. At the conclusion of the
24 additional investigation, the Superintendent shall issue a final written decision as
25 described above.

26 If the Superintendent determines the complainant was subjected to unlawful
27 discrimination/retaliation, s/he must identify what corrective action will be taken to
28 stop, remedy, and prevent the recurrence of the discrimination/retaliation. The
29 corrective action should be reasonable, timely, age-appropriate and effective, and
30 tailored to the specific situation.

31 The Superintendent's decision will be final.

32 The Board reserves the right to investigate and resolve a complaint or report of
33 unlawful discrimination/retaliation regardless of whether the student alleging the
34 unlawful discrimination/retaliation pursues the complaint. The Board also reserves
35 the right to have the formal complaint investigation conducted by an external person

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1 in accordance with this policy or in such other manner as deemed appropriate by
2 the Board or its designee.

3 The complainant may be represented, at his/her own cost, at any of the above
4 described meetings/hearings.

5 The right of a person to a prompt and equitable resolution of the complaint shall not
6 be impaired by the person's pursuit of other remedies such as the filing of a
7 complaint with the Office for Civil Rights or the filing of a court case. Use of this
8 internal complaint procedure is not a prerequisite to the pursuit of other remedies.

9 **Privacy/Confidentiality**

10 The School District will employ all reasonable efforts to protect the rights of the
11 complainant, the respondent(s), and the witnesses as much as possible, consistent
12 with the Board's legal obligations to investigate, to take appropriate action, and to
13 conform with any discovery or disclosure obligations. All records generated under
14 the terms of this policy shall be maintained as confidential to the extent permitted
15 by law. Confidentiality, however, cannot be guaranteed. All complainants
16 proceeding through the formal investigation process will be advised that their
17 identities may be disclosed to the respondent(s).

18 During the course of a formal investigation, the CO or designee will instruct each
19 person who is interviewed about the importance of maintaining confidentiality. Any
20 individual who is interviewed as part of an investigation is expected not to disclose
21 to third parties any information that s/he learns and/or provides during the course
22 of the investigation.

23 All records created as a part of an investigation of a complaint of
24 discrimination/retaliation will be maintained by the CO in accordance with the
25 Board's records retention policy. Any records that are considered student education
26 records in accordance with the Family Educational Rights and Privacy Act or under
27 Florida's student records law will be maintained in a manner consistent with the
28 provisions of the Federal and State law.

29 **Sanctions and Monitoring**

30 The Board shall vigorously enforce its prohibitions against unlawful
31 discrimination/retaliation by taking appropriate action reasonably calculated to stop
32 and prevent further misconduct. While observing the principles of due process, a
33 violation of this policy may result in disciplinary action up to and including the
34 discharge of an employee or the suspension/expulsion of a student. All disciplinary
35 action will be taken in accordance with applicable State law and the terms of the

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relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

F.S. 553.501 et seq., Florida Americans with Disabilities Accessibility
Implementation Act
F.S. 553.014, 760.08, 760.021
F.S. 1000.05, Florida Educational Equity Act
F.S. 1002.311
F.A.C. 6A-19.001
Fourteenth Amendment, U.S. Constitution

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- 1 20 U.S.C. Section 1681, Title IX of Education Amendment Act
- 2 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
- 3 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
- 4 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- 5 29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
- 6 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
- 7 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
- 8 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
- 9 34 C.F.R. Part 110 (7/27/93)
- 10 29 C.F.R. Part 1635
- 11 Vocational Education Program Guidelines for Eliminating Discrimination and Denial
- 12 of Services, Department of Education, Office of Civil Rights, March 1979
- 13 Title III of the No Child Left Behind Act of 2001

- 14 Revised 3/24/15
- 15 Revised 7/28/15
- 16 Technical Change 1/14/16
- 17 Revised 4/12/16

- 18 © **NEOLA 2015**

REVISED POLICY -- VOL. 17, NO. 1

VIRTUAL INSTRUCTION

The District shall provide eligible students within its boundaries the following options for participation part-time or full-time in virtual instruction, Kindergarten through Grade 12:

- A. through courses delivered in the traditional school setting by instructional staff providing direct instruction through either virtual instruction or by blending traditional and online instruction;
- B. through enrollment in the Florida Virtual School;
- C. through enrollment with Virtual Instruction Providers approved by the Florida Department of Education (FLDOE);
- D. through enrollment in an online course offered by any other Florida school district;
- ☒ through participation in the District-operated part-time or full-time virtual instruction programs (VIP) organized under F.S. 1002.45(1).

~~Beginning with students entering Grade 9 in 2011-2012, at least one (1) of the twenty-four (24) credits required for graduation must be earned through online learning.~~

The District shall provide access to enroll in courses available through one of the District options for virtual instruction, and shall award credit for successful completion. Access to online courses is available to students during and after the normal school day and through summer school enrollment. A ~~public school~~ District student will not be required to take an online course outside the regular school day in addition to the student's courses for a given semester or on school grounds.

The purposes of the options above is to make instruction available to District students using online and distance education technology in either a traditional classroom or a nontraditional classroom (i.e., primarily outside of public school buildings). If the student and his/her parents select part-time or full-time instruction delivered by providers approved by the FLDOE, they will have the right to select from the list of approved providers.

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The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, Department of Juvenile Justice (DJJ), core courses to meet class size requirements, or community colleges.

Student Eligibility

Students eligible for the District VIP program must meet at least one of the following conditions:

- A. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district for funding during the preceding October and February for the purposes of the Florida Education Finance Program (FEFP) surveys.
- B. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Florida from another state or foreign country pursuant to the parent's permanent change of station orders.
- C. The student was enrolled during the prior school year in a School District virtual instruction program under F.S. 1002.45, a K-8 virtual school program under F.S. 1002.415, or a full-time Florida Virtual School program under F.S. 1002.37(8)(a).
- D. The student has a sibling who is currently enrolled in the School District virtual instruction program and that sibling was enrolled in such a program at the end of the prior school year.
- E. The student is eligible to enter Kindergarten or first grade.
- F. The student is eligible to enter grades 2 through 5 and is enrolled full-time in a District virtual instruction program, virtual charter school, or the Florida Virtual School.

Open Enrollment

The District will provide timely written notice to parents of at least one (1) open enrollment period for full-time students of ninety (90) days or more which ends at least thirty (30) days before the first day of the school year.

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Notification of Virtual Instruction Program to Parents and Students

Within the first week of each school year, the District shall provide notification to parents and students about a student's right and choice to participate in a virtual instruction program and in courses offered by the Florida Virtual School under State law.

Online Course Requirements for Graduation

Online course requirements for graduation are set forth in Policy 5460 - Graduation Requirements.

F.S. 1000.04~~(4)~~, 1001.20, 1001.42~~(23)~~, 1002.20~~(6)~~, 1002.321, 1002.37, 1002.45

F.S. 1002.455, 1003.02~~(4)(i)~~, 1003.321, 1003.428~~2(2)(e)~~, 1003.498, 1003.499

F.S. 1006.29, 1007.27~~(1)~~, 1011.62

~~Provider Approval for Virtual Instruction Program~~, F.A.C. 6A-6.0981

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Pursuant to State law, the School Board shall provide an evidence-based, medically-accurate comprehensive health education curriculum that addresses concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy for one's life, health, and development; mental and emotional health; injury prevention and safety; nutrition; personal health; prevention and control of disease; substance use and abuse; and teen dating violence and abuse.

13 A. abstinence as the only certain way to avoid pregnancy or sexually
14 transmitted infections, including HIV/AIDS;

15 B. the consequences of teenage pregnancy;

16 C. the health benefits and side-effects of contraception and condoms;

17 D. responsible decision-making, communication, and relationship
18 skills; and

19 E. the importance of family-child communication.

23 The health education curriculum materials shall, at all times, reflect current theory,
24 knowledge, and practice, and shall be evidence-based and proven effective. The
25 curriculum materials shall be available for review at each school site.

26 Any student who parent makes a written request to the school principal shall be
27 permitted to opt-out from the teaching of reproductive health or any disease,
28 including HIV/AIDS, its symptoms, development, and treatment. A student so
29 exempted may not be penalized by reason of that exemption and shall be given
30 alternative assignments during this time.

Personnel providing instruction in human sexuality shall receive training based on District approved standards, prior to presenting such instruction.

[x] The Board further requires that the comprehensive health education curriculum include cardiopulmonary resuscitation (CPR) instruction, which includes psychomotor and automated external defibrillator (AED) skills, to all students.

The Board requires that the curriculum content on which this instruction is based be developed by the American Heart Association, American Red Cross or a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines for CPR. This curriculum content shall include at least the following:

A. Classroom instruction about the appropriate use of an automated external defibrillator (AED), which may be taught digitally (e.g., video, webinar, et cetera) and about the proper use of CPR.

B. Hands-on practice of the psychomotor skills of CPR to enhance the students' understanding of the cognitive knowledge presented.

This curriculum shall be taught beginning in the 7th grade and continue throughout high school and successful completion of the high school comprehensive health curriculum, which includes CPR instruction, is required for graduation. Although all students will be afforded the opportunity to earn CPR/AED certification, earning such certification shall not be required to demonstrate successful completion of the program of instruction at either the middle or high school levels.

F.S. 1003.42, 1003.43, 1003.46

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~~F.S. 1003.42, 1003.43, 1003.46~~

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1 CAREER AND TECHNICAL EDUCATION

2 The School Board recognizes that education is a function of both knowledge and the
3 application of knowledge. Education that ties abstract ideas to practical
4 applications also prepares students to use their minds, as well as preparing them to
5 be citizens, parents, and members of a civilized culture. Career and technical
6 education and academic education are complementary, rather than exclusive.

7 Career and technical education will provide experiences that complement and
8 reinforce academic concepts that are particularly amenable to contextualized
9 learning in a distinct career area and provide occupationally specific skills.

10 The Board shall provide career and technical education program offerings that
11 include, but are not limited to:

- 12 A. job preparatory courses designed to provide students with the
13 competencies necessary for effective entry into an occupation;
- 14 B. exploratory courses designed to give students initial exposure to
15 skills and attitudes associated with a broad range of occupations in
16 order to assist them in making informed decisions regarding their
17 future academic and occupational goals;
- 18 C. practical arts courses designed to teach students practical generic
19 skills which, although applicable in some occupations, are not
20 designed to prepare students for entry into an occupation;
- 21 D. career education instruction which is designed to strengthen and
22 integrate basic academic skills and career/technical skills and
23 occupational awareness;
- 24 E. accelerated career and technical programs such as vocational dual
25 enrollment designed to enable high school students to earn elective
26 credit toward graduation and postsecondary credit toward an A.S.
27 degree or a technical certificate.

28 Any effort to recruit students to participate in a particular career and technical
29 program shall follow applicable State and Federal laws regarding provision of
30 information.

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Once developed, the Superintendent shall submit the career and technical education curriculum to the Board for approval, and then submit it to the Department of Education. This curriculum shall be updated annually, submitted to the Board for approval, and then re-submitted to the Department of Education.

Career and technical education program offerings are available to middle and high school students without regard to race, color, national origin, sex, age, disability, or marital status. The Superintendent is to ensure that application forms for cooperative education programs contain a notice of nondiscrimination. The notice of nondiscrimination shall be part of the application forms provided to employers.

Procedures for program operation in accordance with applicable labor laws are incorporated in the Florida Department of Education, Curriculum Frameworks, and Student Performance Standards. Those documents are kept on file in the Superintendent's office.

Career and Professional Academies; Career-Themed Courses

The District shall offer career and professional academies at the middle and high school levels, and at least two (2) career-themed courses. A “career and professional academy” is a research-based program that integrates a rigorous academic curriculum with an industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity. Students completing career and professional academy programs must receive a standard high school diploma, the highest available industry certification, and opportunities to earn postsecondary credit if the academy partners with a postsecondary institution approved to operate in the state.

A “career-themed course” is a course, or a course in a series of courses, that leads to an industry certification identified in the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity. Students completing a career-themed course will be provided opportunities to earn postsecondary credit if the credit for the career-themed course can be articulated to a postsecondary institution approved to operate in the State.

The Board expects career and professional academies offered in the District's high schools to provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and provide students with the opportunity to receive a standard high school diploma, the opportunity to earn industry certification, the

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1 opportunity to attain the Florida Gold Seal Vocational Scholars award, and the
2 opportunity to earn postsecondary credit.

3 The Board further expects that students who successfully complete the curriculum
4 of the Career and Professional Academies that are established at the middle grades
5 level will have the opportunity to earn an industry certificate, high school credit, and
6 participate in career planning, job shadowing, and business leadership development
7 activities.

8 The Board encourages the Superintendent to forge partnerships with local
9 businesses in the development of career and professional academies. These
10 partnerships will help prepare students for the State's workforce needs, as well as
11 help attract, expand, and retain targeted, high-value industry and jobs in the
12 community.

13 A Florida Ready to Work Credential and portfolio will be awarded to students upon
14 successful completion of the instruction. Each portfolio must delineate the skills
15 demonstrated by the student as evidenced by the student's preparation for
16 employment. A Florida Ready to Work Credential is earned by students who
17 successfully pass assessments in Reading for Information, Applied Mathematics,
18 and Locating Information or any other assessments of comparable rigor. Each
19 assessment is scored on a scale of three (3) to seven (7) and a student receives a
20 level of credential based on the score they receive. A bronze-level credential requires
21 a minimum score of three (3) or above on each of the assessments, a silver-level
22 credential requires a minimum score of four (4) or above on each of the
23 assessments, and a gold-level credential requires a minimum score of five (5) or
24 above on each of the assessments.

25 The District's career and professional academies should increase student academic
26 achievement and graduation rates through integrated academic and career
27 curriculum. Each middle grades career exploration program, middle, and high
28 grades career and professional academies leading to industry certification, and high
29 school graduation requirements shall be aligned.

30 Each career and professional academy and career-themed course at the high school
31 level must:

32 A. provide a rigorous standards-based academic curriculum integrated
33 with a career curriculum; consider multiple styles of student
34 learning; promote learning by doing through application and
35 adaptation; maximize relevance of the subject matter; enhance each
36 student's capacity to excel; and include an emphasis on work habits
37 and work ethics.

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B. include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private two (2) year and four (4) year postsecondary institutions and technical centers. Such partnerships must provide opportunities for:

1. instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching;
2. internships, externships, and on-the-job training;
3. a postsecondary degree, diploma, or certificate;
4. the highest available level of industry certification;
5. maximum articulation of credits pursuant to F.S. 1007.23 upon program completion.

C. promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at minimum, the Florida Gold Seal Vocational Scholars award pursuant to F.S. 1009.536.

D. provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Economic Opportunity.

E. deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by F.S. 1003.428, with an emphasis on strengthening reading for information skills.

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- 1 F. offer applied courses that combine academic content with technical
- 2 skills.
- 3 G. provide instruction resulting in competency, certification, or
- 4 credentials in workplace skills, including, but not limited to,
- 5 communication skills, interpersonal skills, decision-making skills,
- 6 the importance of attendance and timeliness in the work
- 7 environment, and work ethics.
- 8 Each career and professional academy at the middle grades level must:
- 9 A. lead to careers in occupations designated as high-skill, high-wage,
- 10 and high-demand in the CAPE Industry Certified Funding List
- 11 approved under rules adopted by the State Board of Education.
- 12 B. integrate content from core subject areas.
- 13 C. integrate career and professional academy or career-themed course
- 14 content with intensive reading, English Language Arts, and
- 15 mathematics pursuant to F.S. 1003.428 and 1003.4282.
- 16 D. coordinate with high schools to maximize opportunities for middle
- 17 grades students to earn high school credit.
- 18 E. provide access to virtual instruction courses provided by virtual
- 19 education providers legislatively authorized to provide part-time
- 20 instruction to middle grades students. The virtual instruction
- 21 courses must be aligned to State curriculum standards for middle
- 22 grades career and professional academy courses or career-themed
- 23 courses, with priority given to students who have required course
- 24 deficits.
- 25 F. provide instruction from highly skilled professionals who hold
- 26 industry certificates in the career area in which they teach.
- 27 G. offer externships.
- 28 H. provide personalized student advisement that includes a parent-
- 29 participation component.

30 **Industry Certification in Industry-Certified Career Education Programs**

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1 Secondary schools offering career-themed courses and career and professional
2 academies shall enable students in such programs to earn industry certification in
3 an industry that is:

- 4 A. within an industry that addresses a critical local or Statewide
5 economic need;
- 6 B. linked to an occupation that is included in the workforce system's
7 targeted occupation list; or
- 8 C. linked to an occupation that is identified as emerging.

9 To earn industry certification, the student must demonstrate the required
10 proficiency on an assessment evaluated by an independent, third-party certifying
11 entity using predetermined standards for knowledge, skills, and competencies.

Collection of and Accounting for Expenditure of Block Tuition and Other Fees for Career Centers

14 The General Appropriations Act includes the standard tuition per contact hour for
15 residents and nonresidents and the out-of-state fee per contact hour. For adult
16 general education programs, block tuition of \$45.00 per half year or \$30.00 per term
17 shall be assessed.

18 According to the workforce development fees statute, a District's tuition must be
19 within five percent (5%) (above or below) of the standard tuition and out-of-state fee,
20 if applicable. For career certification programs, students who are classified as
21 non-residents for tuition purposes have a required out-of-state fee in addition the
22 tuition.

23 If student financial aid fees are charged, the highest amount allowed is ten percent
24 of tuition; for capital improvement or technology fees, the amount allowed is five
25 percent (5%) each. Student financial aid, capital improvement, and technology fees
26 are discretionary and are not required.

27 All funds received from block tuition shall be used only for adult general education
28 programs.

29 Tuition shall be waived for undergraduate college credit programs and career
30 certificate programs for each recipient of a Purple Heart or another combat
31 decoration superior in precedent who meets the requirements of State law.

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Career Centers shall waive out-of-state fees for students including, but not limited to, students who are undocumented for Federal immigration purposes who meet the requirements of State law.

The determination of resident status for tuition purposes in career centers shall be made in accordance with State law.

Waiver of Tuition and Fees for Certain Individuals

Certain individuals may qualify for a waiver of tuition and/or other fees. The following consist of the Board's tuition and other fee waivers.

- A. Tuition shall be waived for undergraduate college credit programs and career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law.
- B. Out-of-state fees for career centers for the following:
 1. Students who are undocumented for Federal immigration purposes and:
 - a. attended a secondary school in Florida for three (3) consecutive years immediately before graduating from a high school in Florida;
 - b. apply for enrollment in an institution of higher education within twenty-four (24) months after high school graduation; and
 - c. submit an official Florida high school transcript as evidence of attendance and graduation.

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2. An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in Florida while enrolled in the career center; or entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 1, 2015, who physically resides in Florida while enrolled in the career center.
3. A person who is an active duty member of the Armed Forces of the United States residing or stationed outside of Florida. Tuition and fees charged to a student who qualifies for this out-of-state wavier may not exceed tuition and fees charged to a resident student.
4. Any career center operated by the Board shall, within the nonresident student enrollment systemwide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

Strategic Plan to Address Local and Regional Workforce Demands

Florida statutes require each Board to develop, in collaboration with regional workforce boards, economic development agencies, and postsecondary institutions approved to operate in the state, a strategic three (3) year plan to address and meet local and regional workforce demands. If involvement of a regional workforce board or an economic development agency in the strategic plan development is not feasible, the Board, with the approval of the Department of Economic Opportunity, shall collaborate with the most appropriate regional business leadership board.

The strategic plan must describe in detail provisions for the efficient transportation of students, the maximum use of shared resources, access to courses aligned to State curriculum standards through virtual education providers legislatively authorized to provide part-time instruction to middle school students, and an objective review of proposed career and professional academy courses and other career-themed courses to determine if the courses will lead to the attainment of industry certifications included on the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education.

The strategic three (3) year plan shall be constructed and based upon the elements set forth in F.S. 1003.491. Each strategic plan shall be reviewed, updated, and jointly approved every three (3) years by the School District, regional workforce

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1 boards, economic development agencies, and State-approved postsecondary
2 institutions.

3 F.S. 445.004, 445.006, 446 et seq., 450.081, 1000.05 1001.42, 1003.01
4 F.S. 1003.4156, 1003.428, 1003.491, 1003.492, 1003.493, 1003.4935, 1004.91
5 F.S. 1004.92, 1009.21, 1009.22, 1009.26, 1009.536, 1011.62, 1011.80
6 29 U.S.C. 201-219
7 F.A.C. 6A-6.301 through 6A-6.371, 6A-6.672, 6A-14.37

8 Revised 3/24/15
9 Revised 4/12/16

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1 INTERSCHOLASTIC ATHLETICS

2 The School Board recognizes the value of interscholastic athletics and the positive
3 impact sports have on students. A program of interscholastic athletics for students
4 is an integral part of the total school experience and benefits the community as a
5 whole. The program should foster the growth of school loyalty within the student
6 body as a whole and stimulate community interest in athletics. Participation in the
7 District's interscholastic athletics programs by a student is a privilege, not a right.

8 The program of interscholastic athletics shall include all activities relating to
9 competitive sport contests, games, events, or sport exhibitions involving individual
10 students or teams of students from high schools in this District with those from a
11 high school in another district.

12 Competition involving middle schools (grades 6-8) shall be in accordance with
13 Florida High School Athletic Association's (FHSAA's) bylaws.

14 Since the primary purpose of the interscholastic athletics program is to enhance the
15 education of participating students as indicated in this policy, the Board places top
16 priority on maximum student participation and the values of good sportsmanship,
17 team play, and fair competition, rather than on winning, particularly at sub-varsity
18 levels.

19
20 No student shall be excused from a class or supervised study for an extended period
21 of time to participate in interscholastic athletics.

22
23 An interscholastic contest is any competition between organized teams or
24 individuals of different schools in a sport recognized by an FHSAA sanctioned,
25 recognized or club sport, and therefore shall be subject to all regulations pertaining
26 to such contests. The interscholastic athletics program shall be considered an
27 essential part of the total school program and shall be under the principal's
28 direction and general supervision. The principal shall select the personnel to direct
29 and to act as coaches and advisors.

30 Interscholastic athletics should provide students the opportunity to exercise and test
31 their athletic abilities in a context greater and more varied than that which can be
32 offered by a school or the District alone. It should also offer an opportunity for
33 career and educational development. The game activities and practice sessions
34 should provide many opportunities to teach the values of competition and good
35 sportsmanship.

36 Appropriate adult supervision consistent with Florida law shall be provided to all
37 students.

Eligibility and Regulation

All middle schools and high schools shall be members of the FHSAA and governed by its rules and regulations. All District students (including transfer students) shall satisfy the eligibility requirements established by the FHSAA, Florida law, and Board Policy 2431.01 and Board Policy 5610.05.

The Principal of each District school shall be responsible for determining each participant's eligibility pursuant to State law, the rules of this Board, and the bylaws of the FHSAA. Any school that allows an ineligible student to participate shall be subject to the penalties set forth in Florida law and the bylaws of the FHSAA. (see also Policy 2431.01)

The Superintendent shall develop appropriate administrative procedures for the operation of the interscholastic athletics program. Such regulations should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation. Physicals must be dated June 1st or later of the current school year.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. Pursuant to F.S. 1006.20(2)d, the District shall not be liable for any student with a health condition who has been authorized to play by the parent(s) if the parent(s) of the student objects in writing to the student undergoing a medical evaluation because such evaluation is contrary to his/her religious tenets or practices.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- D. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

- 1 E. The Superintendent and District school principals will require that
2 sportsmanship, ethics, and integrity characterize the manner in
3 which the athletic program is conducted and the actions of students
4 who participate.
5

6 In order to support the FHSAA's program to strengthen sportsmanship, ethics, and
7 integrity, the Board commits itself to:
8

- [x] adopt policies (upon recommendation of the administration) which
reflect the District's educational objectives and promote the ideals of
good sportsmanship, ethics, and integrity;
- [x] reinforce the concept that participation in athletic activities ~~are~~ is a
privilege, not a right;
- [x] attend and enjoy school athletic activities, serving as a positive role
model and expecting the same from parents, fans, participants,
coaches, and other school personnel;
- [x] support and recognize participants, coaches, school administrators,
and fans who display good sportsmanship; and
- [x] recognize the value of school athletic activities as a vital part of
education.

9
10 **Recruiting Prohibited/Penalties**

11 The Board recognizes that the recruitment of student athletes is strictly prohibited
12 by F.S. 1006.20. The FHSAA, through its bylaws, has prescribed penalties,
13 sanctions and an appeals process for athletic recruiting violations. These penalties
14 and sanctions may be applied by the FHSAA against a member school, student
15 athletes and coaches. In addition to FHSAA penalties and sanctions, District
16 employees found to have engaged in the improper recruitment of a student athlete
17 may be subject to disciplinary action, up to and including termination.

18 A student may not be declared ineligible based on violation of recruiting rules unless
19 the student or parent has falsified any enrollment or eligibility document or accepted
20 any benefit or any promise of benefit if such benefit is not generally available to the
21 school's students or family members or is based in any way on athletic interest,
22 potential, or performance.

1

2

3 **Eligibility Appeals**

4 If the Principal determines that a transfer student is ineligible to participate in
5 interscholastic athletics, a student may submit an appeal in accordance with Florida
6 law and the FHSAA's Bylaws.

7 See also Policy 5610.05 - Prohibition from Extra-Curricular Activities

8 F.S. 1002.20, 1006.15, 1006.195, 1006.20

9 Revised 3/24/15

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PARTICIPATION BY TRANSFER STUDENTS

The School Board recognizes the value of interscholastic athletics and the positive impact sports have on students. The Board shall comply with the rules and regulations promulgated by the Florida High School Athletic Association, Inc. (FHSAA), Florida law, and this policy when determining the eligibility of a transfer student to participate in the District's interscholastic athletic program.

Pursuant to the bylaws of the FHSAA, a "transfer" occurs when a student makes any change in schools after s/he establishes residency at a school each year. A student who transfers from one school to another will be eligible at the new school provided the student qualifies under one of transfer eligibility categories set forth in the FHSAA's bylaws and meets all other eligibility requirements.

A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and District may not declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements.

However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

- A. Dependent children of active duty military personnel whose move resulted from military orders.
- B. Children who have been relocated due to a foster care placement in a different school zone.
- C. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- D. Authorized for good cause.

For purposes of this policy, "authorized for good cause" means the student is able to satisfactorily demonstrate to the Principal that one (1) of the following applies:

- A. The student moves to a new home address due to a move by the student and a person or person(s) with whom s/he has been

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previously living that makes it necessary for the student to attend a different school.

B. The student moves to a new residence following marriage of the student. The student must immediately establish a new residence that makes it necessary to attend a different school.

C. The student is reassigned to a new school pursuant to Board policy.

D. The student transfers from his/her current school within the first twenty (20) school days to a new school (i.e., acceptance into a previously applied for magnet program, charter, or private school).

E. Special assignment by the Superintendent.

F. Undue hardship.

The Principal of each school in the District shall be responsible for enforcing the FHSAA's bylaws and policies in his/her school. The Principal shall review and determine whether a transfer student qualifies under one of the transfer eligibility categories set forth in the FHSAA's bylaws and meets all other eligibility requirements. Upon approval of the transfer student's eligibility, a Notice of Transfer form prescribed by the FHSAA shall be submitted to the FHSAA prior to the student participating in any sport season.

The Principal or his/her designee must annually submit all eligibility reports electronically and sign all eligibility correspondence. The principal or designee shall certify that the information provided to the FHSAA is accurate and that the students named in the report are eligible to participate in accordance with the FHSAA's bylaws.

Recruiting Prohibited/Penalties

The Board recognizes that the recruitment of student athletes is strictly prohibited by F.S. 1006.20. The FHSAA, through its bylaws, has prescribed penalties, sanctions and an appeals process for athletic recruiting violations. A student may not be declared ineligible based on violation of recruiting rules unless the student or parent has falsified any enrollment or eligibility document or accepted any benefit or any promise of benefit if such benefit is not generally available to the school's students or family members or is based in any way on athletic interest, potential, or performance.

Eligibility Appeals

If the Principal determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the FHSAA's bylaws.

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- 1 Handbook and Bylaws of the Florida High School Athletic Association
- 2 F.S. 1002.20, 1006.15, 100.195, 1006.20

- 3 © NEOLA 2012 16

CONTRACTS: INSTRUCTIONAL PERSONNEL

Any person employed as a member of the instructional staff shall hold a valid Florida Teaching Certificate except as noted elsewhere in policy. All instructional staff members shall be entitled to and shall enter into a written contract with the School Board as provided by law. Any member of the instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time absent, and the staff member's contract shall be subject to cancellation by the Board.

Contracts with, as well as contracts pertaining to, instructional staff that provide for extra compensation, bonuses, and/or severance pay, shall strictly comply with the provisions of F.S. 215.425.

Each individual newly hired as instructional personnel by the Board, or a retired instructor who interrupts retirement and is reemployed by the Board as an instructional staff member, must be awarded a probationary contract which shall include a probationary period equal to one (1) school year. Upon successful completion of the probationary contract, the Board may award an annual contract. Retirees who interrupt retirement and are reemployed by the Board as an instructional staff member are not eligible for a professional service contract.

An annual contract may be awarded for instructional personnel who have successfully completed a probationary contract with the Board and have received one (1) or more annual contracts from the Board. An annual contract may be awarded only if the employee:

- A. holds an active professional certificate or temporary certificate issued pursuant to F.S. 1012.56 and rules of the State Board of Education;
- B. has been recommended by the Superintendent for the annual contract based upon the individual's evaluation under F.S. 1012.34 and approved by the Board;
- C. has not received two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation rating of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under F.S. 1012.34.

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1 A true signed copy of the contract shall be retained by the Board in the office of the
2 Superintendent.

3 Probationary employees may be dismissed without cause or may resign without their
4 resignation constituting a breach of contract. Instructional personnel with an
5 annual contract may be suspended or dismissed at any time during the term of the
6 contract for just cause as defined by State law. Instructional personnel shall have
7 the right to contest or challenge any such suspension or dismissal in accordance
8 with the procedures set forth in State law.

9 **Year of Service Defined for Instructional Personnel**

10 The minimum time which may be recognized as a year of service for contractual
11 purposes shall be full-time actual service rendered under contract for more than
12 one-half (1/2) of the number of days or more than one-half (1/2) the number of total
13 hours required for the normal contractual period of service for the position held. In
14 determining such service, sick leave and holidays for which the employee received
15 compensation shall be counted, but all other types of leave and holidays shall be
16 excluded.

17 Any claim to a year of service for salary purposes shall be the equivalent of the
18 service required for a continuing, instructional service, annual, or multi-year
19 contract. Credit for service rendered in another state or as otherwise allowed under
20 the adopted salary schedule shall be determined by using the minimum service
21 required in the District for a comparable position and in accordance with provisions
22 of the applicable collective bargaining agreement.

23 In determining the number of days that must be served to constitute a full year of
24 out-of-state teaching experience, the existing regulations of the State or District in
25 which the contract was executed shall be used as the criteria.

26 F.S. 215.425, 1001.42, 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335

27 F.S. 1012.34, 1012.56

28 F.A.C. 6A-1.052, 6A-1.064

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APPOINTMENT, ASSIGNMENT, TRANSFER, AND
PROMOTION OF INSTRUCTIONAL STAFF

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

Appointment and Assignment

When developing his/her recommendation for appointments of instructional staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal. In accordance with State law, a principal may refuse to accept the Superintendent's proposed assignment of an instructional staff member to his/her school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of instructional staff for Board action.

The Board shall act not later than three (3) weeks following the receipt of state-mandated test scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

The Board authorizes the Superintendent to temporarily reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s). If such reassignment is in excess of fifteen (15) workdays, the Superintendent shall inform the Board.

Assignment to Schools Graded "D" or "F"

Pursuant to statutory requirements, the percentage of temporarily certified teachers, teachers in need of improvement, or out-of-field teachers assigned to schools graded "D" or "F" under State law shall not be greater than the District average. Such assignments shall be consistent with the collective bargaining agreement.

A newly hired instructional staff member may be assigned to a school that has earned a grade of "F" in the previous year, or any combination of three (3) consecutive grades of "D" or "F" in the previous years, if the individual:

- A. has received an "effective" or "highly effective" rating in the immediate prior year's performance evaluation;
- B. has successfully completed or is enrolled in a teacher preparation program, is provided with high-quality mentoring during the first two (2) years of employment, holds a professional certificate and holds a probationary contract; or
- C. holds a probationary contract, holds a professional certificate and has successful teaching experience, and if, in the judgment of the school principal students would benefit from the placement of that individual.

The Superintendent will annually certify to the Commission of Education that these requirements are being met. If these requirements are not met and the Superintendent cannot certify, the Board shall be informed immediately.

Assignment to Teacher Preparation Programs

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in which candidates demonstrate an impact on student learning growth must have evidence of "clinical educator" training, a valid professional certificate and at least three (3) years K-12 teaching experience and must have earned an "effective" or "highly effective" rating on the prior year's performance evaluation or be a peer evaluator under the District's evaluation system.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in another state, in which a candidate demonstrates an impact on student learning growth, through a Florida online or distance program must have received "clinical educator" training or its equivalent in that state, hold a valid professional certificate issued by the state in which the field experience takes place, and have at least three (3) years of K-12 teaching experience.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships, in which a candidate demonstrates an impact on student learning growth, on a United States military base in another country through a Florida online or distance program must have received “clinical educator” training or its equivalent, hold a valid professional certificate issued by the United States Department of Defense or a state or territory of the United States, and have at least three (3) years of K-12 teaching experience.

Teachers Teaching Out-of-Field

A. Out-of-Field Teacher Plan

The Superintendent shall prepare a plan to assist any teacher teaching out-of-field with priority consideration to be given in professional development activities.

The plan must include provisions that require out-of-field teachers to participate in a certification or staff development program designed to provide the teachers with the competencies required for their assigned duties.

The plan must also include duties of administrative personnel and other instructional personnel to provide students with instructional services.

The plan shall be reviewed and considered for adoption by the Board during a publicly-noticed meeting.

B. Notification Requirements and Transfer Requests

When a teacher is assigned instructional duties in a class containing subject matter outside the field in which the teacher is certified, outside the field that was the applicant’s minor field of study, or outside the field in which the applicant has demonstrated sufficient subject area expertise, the parents of all students in the class shall be notified in writing of such assignment.

The Board shall report out-of-field teachers on the District’s website within thirty (30) days before the beginning of each semester.

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled through the process set forth in Policy 5780.

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Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to State law.

Before transferring an instructional staff member from one (1) school to another, the Superintendent shall consult with the principal of the school to which the teacher will be assigned and allow the principal the opportunity to review the teacher's records, including student performance demonstrated under F.S. 1012.34, and interview the teacher. If, in the judgment of the principal, students would not benefit from the placement, an alternative placement may be sought. A principal may refuse to accept the Superintendent's assignment or transfer of an instructional staff member who holds a professional teaching certificate to his/her school, unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After the required considerations and consultations, the Superintendent shall submit written recommendations with regard to the promotion or transfer of instructional staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of an instructional staff member for good cause.

Required Reporting

The Superintendent must annually notify the parent of any student who is assigned to classroom with a teacher having two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory.

Duties, Days, and Hours

The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of instructional personnel.

A. Instructional staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the instructional staff member's contract and just cause for disciplinary action.

B. Instructional staff members are responsible for student control and supervision at any location on campus or during school-sponsored activities.

C. Instructional staff members shall not permit their family members or friends by their presence to interfere with performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

Instructional staff members may not nominate for employment, or directly supervise, relatives at the same work location. The instructional staff member of any District entity or office shall disclose to the Superintendent any relative for whom the instructional staff member is responsible with respect to employment decisions, payroll authorization, or job performance evaluations. All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.

"Relative" means an individual who is related to the supervisor as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandfather, grandmother, grandchild, or living in the same residence.

F.S. 112.3135, 1004.04, 1012.22, 1012.23, 1012.2315, 1012.27, 1012.28, 1012.42

Revised _____

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GROUP HEALTH PLANS

2 The School Board shall have discretion to establish and maintain group health plans
3 for the benefit of eligible employees. Group health plans, as the term is used in this
4 policy, may include, but would not be limited to, major medical, prescription drug,
5 dental, and/or vision plans. These group health plans may provide certain health
6 benefit plans to instructional staff members and eligible dependents ~~benefits~~
7 ~~through insurance or otherwise~~ as permitted by law.

8

9 The Board has elected to provide major medical coverage that provides minimum
10 value coverage under the Affordable Care Act for some or all of its eligible employees.
11 The terms and conditions of the major medical coverage are set forth in the
12 appropriate plan documents.

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PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The School Board provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan
- E. Employee Assistance Plan
- F. Health Flexible Spending Accounts (FSA)
- G. Critical Illness Plan
- H. Cancer Plan
- I. Life Insurance
- J. Accidental Death and Dismemberment

The Board acknowledges that these group health plans are required to comply with the HIPAA Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints the Executive Director of Human Resources to serve as the Privacy Protection Officer of the group health plans.

The privacy official shall develop, propose to the Board, and implement after adoption policies and procedures for the group health plan(s) relating to the use and disclosure of protected health information. The privacy official shall verify that the policies and procedures are current and comply with Federal law.

~~The Board delegates authority to the Privacy Protection Officer to develop and implement the internal policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Protection Officer is authorized to make necessary amendments to the internal policies and procedures.~~

1

2 The Board also acknowledges that the HIPAA Security Rule requires group health
3 plans to implement various security measures with respect to electronic protected
4 health information. The board hereby appoints the Executive Director of Human
5 Resources to serve as the security official of the group health plans.

6 The security official is responsible for monitoring Federal law pertaining to HIPAA
7 and recommending any revisions to the policies and procedures that are needed to
8 comply with Federal law. The security official is responsible for conducting a risk
9 analysis and developing, proposing to the Board, and implementing policies and
10 procedures adopted by the Board for the group health plan(s) relating to the security
11 of electronic protected health information, if applicable. The security official is
12 responsible for monitoring Federal law pertaining to HIPAA and recommending any
13 revisions needed to comply with Federal law.

14 ~~The Board delegates authority to the security official to develop, propose to the~~
15 ~~Board, and implement policies for the group health plans relating to the security of~~
16 ~~electronic protected health information, if applicable, following Board approval. In~~
17 ~~the event that the HIPAA Security Rule is subsequently amended, the security~~
18 ~~official is authorized to recommend to the Board necessary amendments to the~~
19 ~~applicable policies~~

20 The Board further delegates authority to the privacy official and/or the security
21 official to undertake such other actions as provided by the HIPAA administrative
22 procedures in effect from time to time. The privacy official and/or security official
23 shall report his/her progress to the Board ~~upon request. The Board reserves the~~
24 ~~right to revoke any or all delegations set forth in this policy at any time for any~~
25 ~~reason.~~

26 ~~Since~~ The Department of Health and Human Services (HHS) has the authority to
27 impose civil monetary penalties upon covered entities. HHS has not historically
28 imposed these penalties directly upon individuals. ~~(CMP) for violations of the HIPAA~~
29 ~~Privacy Rule and the HIPAA Security Rule, the Board agrees to indemnify and hold~~
30 ~~harmless the privacy official and the security official for any CMP imposed upon the~~
31 ~~privacy official and the security official in connection with the performance of~~
32 ~~his/her duties for the group health plans.~~

33
34 Notwithstanding the forgoing ~~language~~, the Board ~~shall not~~ agrees to indemnify and
35 hold harmless the privacy official and ~~/or~~ the security official in as connection with
36 the performance of their delegated duties for the group health plans, except to the
37 extent that any liability imposed is the event the CMP was imposed as the result of
38 intentional misconduct or gross negligence, as defined by law. ~~by the privacy official~~
39 ~~and/or security official.~~

40
41 The group health plans administrator(s) shall provide timely notifications of
42 breaches of unsecured protected health information in accordance with the Health
43 Information Technology for Economic and Clinical Health (HITECH) Act and
44 accompanying regulations.

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INSTRUCTIONAL STAFF
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The Board reserves the right to revoke any and all appointments set forth in this policy at any time for any reason.

F.S. 1002.22
20 U.S.C. 1232g
~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~
29 C.F.R. Part 1635
45 C.F.R. 160.102(2), 164.530(a), 164.530(i), 164.308(a)(2)
42 U.S.C. 1320d-5(a)(1)
45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)
45 C.F.R. 164.530
45 C.F.R. 164.308

Revised 3/24/15

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NEW POLICY

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The School Board acknowledges that the patient protection and Affordable Care Act ("ACA") imposes certain obligations upon the Board. Such obligations may include the following:

- A. The Board shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date.
- B. Employees of the Board have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the Board enrolls in the Health Insurance Marketplace and receives a subsidy, then the Board may be liable for a penalty.

In event that the Board concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the Board shall incur the potential penalty.

29 U.S.C. 218B
26 U.S.C. 4980H

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1 BENEFITS

2 The School Board may provide all instructional staff members with the following
3 benefits:

4 A. Life Insurance

5 All instructors will have life insurance in an amount equal to
6 \$25,000. For those employees sixty-five (65) and older coverage will
7 be reduced consistent with the certificate of group life insurance.

8 B. Hospitalization and Medical Care Benefits

9 All instructors shall have the opportunity to enroll in hospitalization
10 and medical care benefits.

11 C. Employee Assistance Program

12 Employee Assistance Program that, through outside professional
13 counseling, may provide help for instructors and their families in
14 areas including, but not limited to, emotional disorders, chemical
15 (alcohol or drug) abuse, and/or marital, financial, family, legal, or
16 occupational problems. The program shall be reviewed by the
17 Superintendent and a recommendation for these services shall be
18 made to the Board for approval.

19 D. Liability Coverage

20 All instructors will have insurance covering injury and property
21 damage liability arising from the performance of assigned duties.
22 This policy covers the instructor's liability for negligent acts arising
23 out of teaching activities.

24 E. Workers' Compensation

25 Florida State law requires Workers' Compensation to be provided to
26 all employees and volunteers of the District. This assures
27 instructors who sustain a work-related illness or injury both income
28 and medical care for that injury until they are able to return to
29 work.

Instructors who are eligible for Workers' Compensation may be paid earned sick leave benefits in addition to Workers' Compensation benefits. The sick leave amount is reduced by the amount of the Workers' Compensation benefit. In no case can total pay exceed the employee's regular at-work salary.

F. Other Insured Employee Benefits

Dental, vision, short term disability, long term disability, critical illness, cancer, and accidental death and dismemberment group insurance plans are available to instructional staff members.

G. Flexible Spending Accounts

Flexible benefits plan accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.

~~H.~~ Legal Services

~~Legal services in a tort action shall be provided for instructors at such time action is construed to be an outcome of duties performed for the Board.~~

~~H.~~ Terminal Pay

Any full-time member of the instructional staff shall be entitled to terminal pay at the time of resignation or retirement, with termination from employment. "Retirement" as used in this policy shall mean retirement under the Florida Retirement System with either full or reduced benefits as provided by law. If service is terminated by death, payment will be made to his/her beneficiary. Terminal pay for instructional staff shall be computed at the daily rate of pay of the staff member at the time of retirement or death multiplied by seventy percent (70%) of the total number of accrued and valid sick leave days credited to the employee.

1. Any person entitled to terminal pay benefits shall have been under contract to render services for the period immediately preceding resignation/retirement or death and shall not be under suspension from duty or have any charges pending which could result in dismissal from employment.

2. Any person entitled to terminal pay benefits who has ten (10) to twelve (12) years, but less than thirteen (13) years of creditable service shall be paid at fifty percent (50%) of the accrued number of days in accordance with F.S. 1012.66.
3. The employee must have provided ten (10) years service to the District immediately prior to retirement to be eligible for terminal pay benefits.
4. For any full-time employees included in the categories of administrative, professional technical, and confidential managerial terminal pay for sick leave shall be compensated at the daily rate of pay applicable at the time the sick leave was earned. For unused sick leave accumulated prior to July 1, 2003, terminal payment shall be compensated at the daily rate of pay at the time of termination. For purposes of calculating this compensation, sick leave used shall be deducted from the available balance beginning with July 1, 2004. Any leave accumulated prior to July 1, 2004, will be exhausted last.

II. Vacation Leave

1. A twelve-month member of the administrative-instructional staff shall accrue vacation leave, exclusive of holidays, with compensation as follows:
 - a. An employee with less than five (5) years of continuous service in the District at the rate of one (1) day per month, cumulative to twelve (12) work days per year.
 - b. An employee with five (5) or more, but less than ten (10) years of continuous service in the District, will accrue at the rate of one and one-fourth (1 1/4) days per month, cumulative to fifteen (15) work days per year.
 - c. No vacation leave may be accrued by an employee who is not paid for at least twelve (12) working days during any month.
 - d. The term "continuous" shall mean an employee who has rendered uninterrupted service to the Board in a twelve (12) month contractual position.

2. The maximum number of accumulated vacation hours, which an employee is permitted to accrue at the end of each calendar year shall be 500 hours.
3. Vacation leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee's administrative supervisor. Vacation leave shall be so scheduled as to cause a minimum disruption of the school program.
4. Vacation leave shall not be granted until the employee has rendered at least six (6) months acceptable service in the District.
5. Vacation leave may not be granted for less than one-half (1/2) day.
6. Vacation leave will be charged against scheduled, working days only.
7. Accrued vacation leave may be used for other types of leave with the approval of the Superintendent.
8. Payment for accrued annual leave to an employee of the Board upon termination of employment or upon retirement, or to the employee's beneficiary, and if service terminated by death shall be regulated by section A above. Employees hired after July 1, 1995 are limited to a total of 500 hours maximum payment.

KJ. Holidays

Holidays will be designated by the Board at the time it adopts and amends the school calendar and/or ratifies contractual agreements with employee bargaining units.

~~L~~K. Sick Leave Bank

The sick leave bank, available to qualified instructors, is a source from which additional paid sick leave days may be granted for the instructors' catastrophic, prolonged personal illness, accident, or injury. Membership in the sick leave bank is available to instructors after completion of at least one (1) full year of employment with the District consistent with the *Sick Leave Bank Procedures*. The guidelines may be updated by the Superintendent as necessary.

~~M~~L. Retirement Incentive

An employee who is not a member of a bargaining unit and is eligible for retirement under an existing State retirement system shall fifteen percent (15%) (plus one percent (1%) for every five (5) years of service with the District) of the current annual salary, exclusive of supplements, provided that the employee:

1. retires within the first year eligible for retirement without penalty under one (1) of the State retirement plans; and
2. begins the necessary procedures for retirement through the District personnel office to effectuate retirement, and declares intent by January 15th, with a resignation sixty (60) days prior to the effective date of retirement.

The employee must have provided at least ten (10) years of continuous service to the District and have reached the age of sixty-two (62) or must have completed thirty (30) years of continuous service in the Florida Retirement System, ten (10) years of which must have been in the District to qualify.

Employees who are not member of a bargaining unit and who have served at least twenty-five (25) continuous years in the District will also qualify.

It shall be the responsibility of each employee to determine, through the Division of Retirement, his/her eligibility for retirement, to establish that s/he meets the requirements set forth for the collection of the retirement incentives. Once the employee has verified to the District personnel department that all requirements for retirement are met, verification of such retirement will be given to the finance office so that a check for the retirement incentive may be issued.

N.M. Retirement Options

Retirement options including, but not limited to, regular disability, In-Line of Duty Disability, and the Deferred Retirement Option Program (DROP) are available to qualified employees.

Retirement procedures and all Florida Retirement Service retirement guides published by the State of Florida, Department of Management Services, Division of Retirement are incorporated by reference and are part of this Board policy.

F.S. 112.08, 112.1915, Chapter 121, 440.491, 1012.26, 1012.33, 1012.61, 1012.65
F.S. ~~1012.74~~, 1012.798

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ASSIGNMENTS

2 The School Board believes that the appropriate placement of qualified and
3 competent staff is essential to the success of the District.

4 **Appointment and Assignment**

5

6 When developing his/her recommendation for appointments of support staff, the
7 Superintendent shall consider nominations for staff appointments submitted by the
8 principals. Further, if the Superintendent intends to recommend placement of a
9 staff member in a school who was not nominated by the principal, the
10 Superintendent will consult with that principal.

11

12 After such required consideration and consultation, the Superintendent shall
13 submit written recommendations with regard to the appointment and assignment of
14 support staff for Board action.

15

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

The Board authorizes the Superintendent to temporarily reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s). If such reassignment is in excess of fifteen (15) workdays, the Superintendent shall inform the Board.

~~The Superintendent shall assign and communicate the duties, days, and hours of the various classifications of support personnel.~~

~~A. Support staff members shall perform the duties required by Florida statutes and all other generally accepted duties such as hall duty, supervision of bus loading zones, monitoring students, and other reasonable duties as may be assigned by the immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of performance responsibilities and/or Board appointment.~~

~~B. Support staff members are responsible for student control and supervision at any location on campus or during school sponsored activities.~~

~~C. Support staff members shall not permit their family or friends by their presence to interfere with performance of their duties during working hours.~~

Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to State law.

Before transferring a support staff member from one (1) school to another, the Superintendent shall consult with the principal of the school to which the support staff member will be assigned and allow the principal the opportunity to review the support staff member's records and interview the support staff member.

After the required considerations and consultations, the Superintendent shall submit written recommendations with regard to the promotion or transfer of support staff for Board action.

**THE SCHOOL BOARD OF
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- 1 In accordance with State law, the Board may reject the Superintendent's
2 recommendation for the transfer or promotion of a support staff member for good
3 cause.
4

Duties, Days, and Hours

The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of support staff.

A. Support staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the support staff member's contract and just cause for disciplinary action.

B. Support staff members are responsible for student control and supervision at any location on campus or during school-sponsored activities.

C. Support staff members shall not permit their family members or friends by their presence to interfere with performance of their duties during working hours.

Nepotism

Two (2) or more close relatives shall not work in the same school/department except by permission of the Superintendent. In the event that a support staff member, due to some unusual circumstance, may have been placed in the same school/departmentworking unit with a close relative, the support staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. A close relative may be employed in the same school/department when specifically recommended by the administrator and approved by the Superintendent on the grounds that it is to the advantage of the school.

B. Under no circumstances shall a person supervise the work of a close relative.

1 C. "Close relative" means an individual who is related to the supervisor
2 as father, mother, son, daughter, brother, sister, uncle, aunt, first
3 cousin, nephew, niece, husband, wife, father-in-law, mother-in-law,
4 son-in-law, daughter-in-law, brother-in-law, sister-in-law,
5 stepfather, stepmother, stepson, stepdaughter, stepbrother,
6 stepsister, half-brother, half-sister, grandfather, grandmother,
7 grandchild, or living in the same residence.

| 8 F.S. 112.3135, 1012.22, 1012.23, 1012.27, 1012.28

9

10 F.A.C. 6A-1.070

11 © **NEOLA 2010**

1

GROUP HEALTH PLANS

2 The School Board shall have discretion to establish and maintain group health plans
3 for the benefit of eligible employees. Group health plans, as the term is used in this
4 policy, may include, but would not be limited to, major medical, prescription drug,
5 dental, and/or vision plans. These group health plans may provide certain health
6 benefit plans to support staff members and eligible dependents ~~benefits through~~
7 ~~insurance or otherwise~~ as permitted by law.

8

9 The Board has elected to provide major medical coverage that provides minimum
10 value coverage under the Affordable Care Act for some or all of its eligible employees.
11 The terms and conditions of the major medical coverage are set forth in the
12 appropriate plan documents.

13 © NEOLA 2007

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The School Board provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan
- E. Employee Assistance Plan
- F. Health Flexible Spending Accounts (FSA)
- G. Critical Illness Plan
- H. Cancer Plan
- I. Life Insurance
- J. Accidental Death and Dismemberment

The Board acknowledges that these group health plans are required to comply with the HIPAA Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints the Executive Director of Human Resources to serve as the Privacy Protection Officer of the group health plans.

The privacy official shall develop, propose to the Board, and implement after adoption policies and procedures for the group health plan(s) relating to the use and disclosure of protected health information. The privacy official shall verify that the policies and procedures are current and comply with Federal law.

~~The Board delegates authority to the Privacy Protection Officer to develop and implement the internal policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Protection Officer is authorized to make necessary amendments to the internal policies and procedures.~~

1

2 The Board also acknowledges that the HIPAA Security Rule requires group health
3 plans to implement various security measures with respect to electronic protected
4 health information. The board hereby appoints the Executive Director of Human
5 Resources to serve as the security official of the group health plans.

6 The security official is responsible for monitoring Federal law pertaining to HIPAA
7 and recommending any revisions to the policies and procedures that are needed to
8 comply with Federal law. The security official is responsible for conducting a risk
9 analysis and developing, proposing to the Board, and implementing policies and
10 procedures adopted by the Board for the group health plan(s) relating to the security
11 of electronic protected health information, if applicable. The security official is
12 responsible for monitoring Federal law pertaining to HIPAA and recommending any
13 revisions needed to comply with Federal law.

14 ~~The Board delegates authority to the security official to develop, propose to the~~
15 ~~Board, and implement policies for the group health plans relating to the security of~~
16 ~~electronic protected health information, if applicable, following Board approval. In~~
17 ~~the event that the HIPAA Security Rule is subsequently amended, the security~~
18 ~~official is authorized to recommend to the Board necessary amendments to the~~
19 ~~applicable policies~~

20 The Board further delegates authority to the privacy official and/or the security
21 official to undertake such other actions as provided by the HIPAA administrative
22 procedures in effect from time to time. The privacy official and/or security official
23 shall report his/her progress to the Board. ~~upon request. The Board reserves the~~
24 ~~right to revoke any or all delegations set forth in this policy at any time for any~~
25 ~~reason.~~

26 ~~Since~~ The Department of Health and Human Services (HHS) has the authority to
27 impose civil monetary penalties upon covered entities. HHS has not historically
28 imposed these penalties directly upon individuals. ~~(CMP) for violations of the HIPAA~~
29 ~~Privacy Rule and the HIPAA Security Rule, the Board agrees to indemnify and hold~~
30 ~~harmless the privacy official and the security official for any CMP imposed upon the~~
31 ~~privacy official and the security official in connection with the performance of~~
32 ~~his/her duties for the group health plans.~~

33
34 Notwithstanding the forgoing ~~language~~, the Board ~~shall not~~ agrees to indemnify and
35 hold harmless the privacy official and ~~or~~ the security official in ~~as~~ connection with
36 the performance of their delegated duties for the group health plans, except to the
37 extent that any liability imposed is the event the CMP was imposed as the result of
38 intentional misconduct or gross negligence, as defined by law. ~~by the privacy official~~
39 ~~and/or security official.~~

40
41 The group health plans administrator(s) shall provide timely notifications of
42 breaches of unsecured protected health information in accordance with the Health
43 Information Technology for Economic and Clinical Health (HITECH) Act and
44 accompanying regulations.

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The Board reserves the right to revoke any and all appointments set forth in this policy at any time for any reason.

F.S. 1002.22
20 U.S.C. 1232g
~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~
29 C.F.R. Part 1635
45 C.F.R. 160.102(2), 164.530(a), 164.530(i), 164.308(a)(2)
42 U.S.C. 1320d-5(a)(1)
45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)
45 C.F.R. 164.530
45 C.F.R. 164.308

Revised 3/24/15

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NEW POLICY

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The School Board acknowledges that the patient protection and Affordable Care Act ("ACA") imposes certain obligations upon the Board. Such obligations may include the following:

- A. The Board shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date.
- B. Employees of the Board have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the Board enrolls in the Health Insurance Marketplace and receives a subsidy, then the Board may be liable for a penalty.

In event that the Board concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the Board shall incur the potential penalty.

29 U.S.C. 218B
26 U.S.C. 4980H

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1 BENEFITS

2 The School Board may provide all support staff members with the following benefits:

3 A. Life Insurance

4 All support staff will have life insurance in an amount equal to
5 \$25,000. For those employees sixty-five (65) and older coverage will
6 be reduced consistent with the certificate of group insurance.

7 B. Hospitalization and Medical Care Benefits

8 All support staff shall have the opportunity to enroll in
9 hospitalization and medical care benefits.

10 C. Employee Assistance Program

11 Employee Assistance Program that, through outside professional
12 counseling, may provide help for support staff and their families in
13 areas including, but not limited to, emotional disorders, chemical
14 (alcohol or drug) abuse, and/or marital, financial, family, legal, or
15 occupational problems. The program shall be reviewed by the
16 Superintendent and a recommendation for these services shall be
17 made to the Board for approval.

18 D. Liability Coverage

19 All support staff will have insurance covering injury and property
20 damage liability arising from the performance of assigned duties.
21 This policy covers the support staff member's liability for negligent
22 acts arising out of support staff activities.

23 E. Workers' Compensation

24 Florida State law requires Workers' Compensation to be provided to
25 all employees and volunteers of the District. This assures support
26 staff who sustain a work-related illness or injury both income and
27 medical care for that injury until they are able to return to work.

Support personnel who are eligible for Workers' Compensation may be paid earned sick leave benefits in addition to Workers' Compensation benefits. The sick leave amount is reduced by the amount of the Workers' Compensation benefit. In no case can total pay exceed the employee's regular at-work salary.

F. Other Insured Employee Benefits

Dental, vision, short term disability, long term disability, critical illness, cancer, and accidental death and dismemberment group insurance plans are available to support staff members.

G. Flexible Spending Accounts

Flexible benefits plan accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.

H. Legal Services

~~Legal services in tort action shall be provided for support staff at such time when action is construed to be an outcome of duties performed for the Board.~~

I. Terminal Pay

Any full-time member of the support staff shall be entitled to terminal pay at the time of resignation or retirement, with termination from employment. "Retirement" as used in this policy shall mean retirement under the Florida Retirement System with either full or reduced benefits as provided by law. If service is terminated by death, payment will be made to his/her beneficiary. Terminal pay for educational support employees shall be computed at the daily rate of pay of the staff member at the time of retirement or death multiplied by seventy percent (70%) of the total number of accrued and valid sick leave days credited to the employee.

1. Any person entitled to terminal pay benefits shall have been under contract to render services for the period immediately preceding resignation/retirement or death and shall not be under suspension from duty or have any charges pending which could result in dismissal from employment.

2. Any person entitled to terminal pay benefits who has ten (10) to twelve (12) years, but less than thirteen (13) years of creditable service shall be paid at fifty percent (50%) of the accrued number of days in accordance with F.S. 1012.66.
3. The employee must have provided ten (10) years service to the District immediately prior to retirement to be eligible for the terminal pay benefits.
4. For any full-time employee included in the categories of administrative, professional technical, and confidential managerial terminal pay for sick leave shall be compensated at the daily rate of pay applicable at the time the sick leave was earned. For unused sick leave accumulated prior to July 1, 2004, terminal payment shall be compensated at the daily rate of pay at the time of termination. For purposes of calculating this compensation, sick leave used shall be deducted from the available balance beginning with July 1, 2004. Any leave accumulated prior to July 1, 2004, will be exhausted last.

II. Vacation Leave

1. A member of the administrative staff shall accrue vacation leave, exclusive of holidays, with compensation as follows:
 - a. An employee with less than five (5) years of continuous service in the District at the rate of one (1) day per month, cumulative to twelve (12) work days per year.
 - b. An employee with five (5) or more, but less than ten (10) years of continuous service in the District, will accrue at the rate of one and one-fourth (1 1/4) days per month, cumulative to fifteen (15) work days per year.
 - c. No vacation leave may be accrued by an employee who is not paid for at least twelve (12) working days during any month.
 - d. The term "continuous" shall mean an employee who has rendered uninterrupted service to the Board in a twelve (12) month contractual position.

2. The maximum number of accumulated vacation hours, which an employee is permitted to accrue at the end of each calendar year shall be 500 hours.
3. Vacation leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee's administrative supervisor. Vacation leave shall be so scheduled as to cause a minimum disruption of the school program.
4. Vacation leave shall not be granted until the employee has rendered at least six (6) months acceptable service in the District.
5. Vacation leave may not be granted for less than one-half (1/2) day.
6. Vacation leave will be charged against scheduled, working days only.
7. Accrued vacation leave may be used for other types of leave with the approval of the Superintendent.
8. Payment for accrued annual leave to an employee of the Board upon termination of employment or upon retirement, or to the employee's beneficiary, and if service terminated by death shall be regulated by section A above. Employees hired after July 1, 1995 are limited to a total of 500 hours maximum payment.

KJ. Holidays

Holidays will be designated by the Board at the time it adopts and amends the school calendar and/or ratifies contractual agreements with employee bargaining units.

LK. Sick Leave Bank

The sick leave bank, available to qualified support staff, is a source from which additional paid sick leave days may be granted for the support staff member's catastrophic, prolonged personal illness, accident, or injury. Membership in the sick leave bank is available to support staff after completion of at least one (1) full year of employment with the District consistent with the *Sick Leave Bank Procedures*. The procedures may be updated by the Superintendent as necessary.

ML. Retirement Incentive

An employee who is not a member of a bargaining unit and is eligible for retirement under an existing state retirement system shall have fifteen percent (15%) (plus one percent (1%) for every five (5) years of service with SDIRC) of the current annual salary, exclusive of supplements, provided that the employee:

1. retires within the first year eligible for retirement without penalty under one of the State retirement plans; and
2. begins the necessary procedures for retirement through the District personnel office to effectuate retirement, and declares intent by January 15th; with a resignation sixty (60) days prior to the effective date of retirement.

The employee must have provided at least ten (10) years of continuous service to the District and have reached the age of sixty-two (62) or must have completed thirty (30) years of continuous service in the Florida Retirement System, ten (10) years of which must be in the District to qualify.

Employees who are not members of a bargaining unit and who have served at least twenty-five (25) continuous years in the District will also qualify.

1 It shall be the responsibility of each employee to determine, through
2 the Division of Retirement, his/her eligibility for retirement, to
3 establish that s/he meets the requirements set forth for the
4 collection of the retirement incentives. Once the employee has
5 verified to the District personnel department that all requirements
6 for retirement are met, verification of such retirement will be given
7 the finance office so that a check for the retirement incentive may be
8 issued.

9 NM. Retirement Options

10 Retirement options including, but not limited to, regular disability,
11 In-Line of Duty Disability, and the Deferred Retirement Option
12 Program (DROP) are available to qualified employees.

13 Retirement procedures and all Florida Retirement Service retirement
14 guides published by the State of Florida, Department of
15 Management Services, Division of Retirement are incorporated by
16 reference and are part of this Board policy.

17 F.S. 112.08, 112.1915, Chapter 121, 440.491, 1012.26, 1210.33, 1012.61, 1012.65

18 F.S. ~~1012.74~~, 1012.798

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WIRELESS COMMUNICATION DEVICES

"Wireless communication device" (WCDs) as used in this policy are defined in Bylaw 0100.

The School Board is aware that WCDs are used by students and parents to communicate with each other. However, the use of WCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

Pursuant to State law, students shall not operate a motor vehicle owned or leased by the Board on or off school property, or personal motor vehicle on Board property, while manually typing or entering multiple letters, numbers, symbols, or other characters into a personal communication device or while sending or reading messages on such a device, for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, and snap chatting.

With the principal's permission, students may use WCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of WCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight.

WCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use WCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher/sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

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During after school activities, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her WCD "on" with prior approval from the building principal.

Except as authorized by a teacher, administrator, or IEP Team, students are prohibited from using WCDs during the school day, including while off-campus on a field trip, to capture, record, or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a WCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held until the end of the school day, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated WCD may be turned over to law enforcement.

"Sexting" is prohibited at any time on school property or at school functions. As set forth in State law, sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a WCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Harassment. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

Possession of a WCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the WCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with WCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of WCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

F.S. 316.305, 847.0141

NEW POLICY

TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT

While in some instances the possession and use of technology resources (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such technology resources and other equipment or devices by students at school may also have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Students may use the following technology resources and other electronic equipment/devices during instructional time for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision and may use these technology resources and other electronic equipment during non-instructional time provided such use is consistent with Policy 7540.03, Student Technology Responsible Use and Safety:

_____ cameras (photographic and/or video)

_____ laptops

_____ tablets (e.g., iPad-like devices)

_____ smartphones

_____ e-readers (e.g., Kindle-like devices)

_____ personal digital assistants (PDAs)

_____ portable CD/MP3 players with headphones

Students may use the following technology resources and other electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach, building principal:

_____ laptops

tablets (e.g., iPad-like devices)

smartphones

e-readers (e.g., Kindle-like devices)

personal digital assistants (PDAs)

portable CD/MP3 players with headphones

Distracting behavior that creates an unsafe environment will not be tolerated. Use of headphones is required for any technology resource or device that emits sound.

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, at no time may any technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Harassment. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using technology resources and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using technology resources and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using technology resources or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Technology resources and other electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

If technology resources or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any technology resources or other electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Technology resources or other electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g., a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 - Search and Seizure.

Students are personally and solely responsible for the care and security of any technology resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

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NEW POLICY

TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT

While in some instances the possession and use of technology resources (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such technology resources and other equipment or devices by students at school may also have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Students may use the following technology resources and other electronic equipment/devices during instructional time for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision and may use these technology resources and other electronic equipment during non-instructional time provided such use is consistent with Policy 7540.03, Student Technology Responsible Use and Safety:

cameras (photographic and/or video)

laptops

tablets (e.g., iPad-like devices)

smartphones

e-readers (e.g., Kindle-like devices)

personal digital assistants (PDAs)

portable CD/MP3 players with headphones

Students may use the following technology resources and other electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach, building principal:

laptops

- tablets (e.g., iPad-like devices)
- smartphones
- e-readers (e.g., Kindle-like devices)
- personal digital assistants (PDAs)
- portable CD/MP3 players with headphones

Distracting behavior that creates an unsafe environment will not be tolerated. Use of headphones is required for any technology resource or device that emits sound.

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, at no time may any technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Harassment. In particular, students are prohibited from using technology resources, a camera, or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including transgender identity, sexual orientation, and gender identity), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails, or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using technology resources and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using technology resources and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using technology resources or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without his/her consent is considered an

invasion of privacy and is not permitted, unless authorized by the building principal. Technology resources and other electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

If technology resources or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any technology resources or other electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Technology resources or other electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g., a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 - Search and Seizure.

Students are personally and solely responsible for the care and security of any technology resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

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Action A - 1/10/2017

policy

THE SCHOOL BOARD OF
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1 Step 4 - Communication with Appropriate Parties

2 Step 5 - Follow-up

3 Throughout any intervention, it is essential that Board policies and District
4 procedures regarding confidentiality be observed at all times.

5 **[x] Youth Suicide Awareness and Prevention**

6
7 A two (2) hour continuing education program of youth suicide awareness and
8 prevention training, utilizing training materials from the list approved by the Florida
9 Department of Education (FLDOE) shall be developed. Instruction about how to
10 identify appropriate mental health services and how to refer youth and their families
11 to those services shall be included in the program.

12
13 If provided at a school, the training shall be included in the existing continuing
14 education or inservice training requirements for instructional personnel. If all
15 instructional personnel at a District school participates in the two (2) hours of youth
16 suicide awareness and prevention training that school will be considered "Suicide
17 Prevention Certified School".

18
19 The Superintendent will notify the FLDOE of all schools qualifying for this
20 designation.

21
22 Pursuant to State law, participating in the training does not create any new duty of
23 care or the basis of liability.

24 F.S. 14.2019, 14.20195, 1001.32(2), 1012.583

25 Revised 7/28/15

26 © NEOLA 2015 16

REVISED POLICY – VOL. 17, NO. 1

GRADUATION REQUIREMENTS

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at a fitting graduation ceremony.

Standards for Graduation

Beginning with students entering grade 9 in the 2013-14 school year, receipt of a standard high school diploma requires successful completion of twenty-four (24) credits, an International Baccalaureate curriculum, or an Advanced International Certificate of Education completion.

The twenty-four (24) credits shall be distributed as follows:

<u>Subject</u>	<u>Credits</u>
<u>English Language Arts</u>	<u>4</u>
<u>Social Studies</u>	<u>3</u>
<u>Mathematics</u>	<u>4</u>
<u>Science</u>	<u>3</u>
<u>Fine or performing arts, speech and debate, or practical arts</u>	<u>1</u>
<u>Electives</u>	<u>8</u>
<u>Basic Physical education</u>	<u>1</u>

[NOTE: INCLUDE THE FOLLOWING IF YOUR DISTRICT WILL ESTABLISH COMPLETION OF HEALTH EDUCATION AS A SPECIFIC, ADDITIONAL GRADUATION REQUIREMENT FOR ALL STUDENTS.]

<u>Subject</u>	<u>Credits</u>
<u>English Language Arts</u>	<u>4</u>
<u>Social Studies</u>	<u>3</u>
<u>Mathematics</u>	<u>4</u>
<u>Science</u>	<u>3</u>
<u>Fine or performing arts, speech and debate, or practical arts</u>	<u>1</u>
<u>Electives</u>	<u>7.5</u>

<u>Basic Physical education</u>	<u>1</u>
<u>Health (including CPR/AED instruction)</u>	<u>.5</u>

Online Learning Course Requirement

~~Excluding a driver education course,~~ At least one (1) course within the twenty-four (24) credits required must be completed through online learning. Students are not required to take the online course outside the school day or in addition to a student's courses for a given semester. An online course taken in grade 6, grade 7, or grade 8 fulfills this requirement. This requirement is met through an online course offered by the Florida Virtual School, a virtual education provider approved by the State Board of Education, a high school, or an online dual enrollment course. A student who is enrolled in a full-time or part-time virtual instruction program pursuant to Policy 2370.01 - Virtual Instruction Program meets this requirement.

The virtual instruction options available through the District are outlined in Policy 2370.01 – Virtual Instruction.

[x] Additionally, the following performance-based ~~[]~~ option is **[x]** options are available for students to satisfy the online course requirement:

SELECT EITHER OF THE OPTIONS BELOW THAT WILL BE AVAILABLE

- (x) Completion of a course in which a student earns a nationally recognized industry certification in information technology that is identified on the CAPE Industry Certification Funding List pursuant to F.S. 1008.44 or passage of the information technology certification examination without enrollment in or completion of the corresponding course or courses, as applicable. or
- (x) Passage of an online content assessment, without enrollment in or completion of the corresponding course or courses, as applicable, by which the student demonstrates skills and competency in locating information and applying technology for instructional purposes.

This requirement does not apply to a student who has an individualized education plan (IEP) pursuant to Policy 2460 - Exceptional Student Education which indicates that an online course would be inappropriate or to an out-of-state transfer student who is enrolled in a Florida high school and has one (1) academic year or less remaining in high school.

The required credits may be earned through equivalent, applied, or integrated courses or career education courses as defined in F.S. 1003.01(4), including work-related internships approved by the State Board of Education and identified in the course code directory. However, any must-pass assessment requirements must be met. An equivalent course is one (1) or more courses identified by content-area experts as being a match to the core curricular content of another course, based upon review of the Next Generation Sunshine State Standards and includes real-world applications of a career and technical education standard used in business or industry. An integrated course includes content from several courses within a content area or across content areas.

For courses that require Statewide standardized end-of-course assessments, a minimum of thirty percent (30%) of a student's course grade shall be comprised of performance on the Statewide standardized end-of-course assessment.

In order to graduate, students must earn passing scores on the Florida State Assessment (State mandated testing) or scores on a standardized test that are concordant with passing scores on the State mandated testing. Additionally, a student must earn a cumulative GPA of 2.0 on a 4.0 scale.

High School Diploma

The Board shall award a standard high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her IEP including either the exemption from or the requirement to complete the State-mandated tests and the recommendation of the IEP Team.

Each student's standard high school diploma will include, as applicable, the following designations, if the student meets the criteria:

A. Scholar Designation

In order to earn the Scholar Designation, the student must, in addition to the requirements for a standard high school diploma, satisfy the following:

1. English Language Arts (ELA) - When the State transitions to common core assessments, pass the 11th grade ELA common core assessment.

2. Mathematics - Earn one (1) credit in Algebra II and one (1) credit in statistics or an equally rigorous course. When the State transitions to common core assessments, students must pass the Algebra II common core assessment.
3. Science - Pass the Statewide standardized Biology I end-of-course assessment and earn one (1) credit in chemistry or physics and one (1) credit in a course equally rigorous to chemistry or physics.
4. Social Studies - Pass the Statewide standardized United States History end-of-course assessment.
5. Foreign Language - Earn two (2) credits in the same foreign language.
6. Electives - Earn at least one (1) credit in an Advanced Placement, an International Baccalaureate, an Advanced International Certificate of Education, or a dual enrollment course.

B. Merit Designation

In order to earn the Merit Designation, a student must, in addition to the requirements for a standard high school diploma, attain one (1) or more industry certifications on the Florida Department of Education's current "Industry Certification Funding List".

Students and parents shall be provided information about diploma designations through an online education and career planning tool, which allows students to monitor their progress toward the attainment of each designation.

Honorary Diploma

An honorary diploma may be awarded in the case of such unfortunate circumstances as the severe disability or death of a student prior to graduation. The student must have been a senior in good standing to meet the requirements of graduation established by the Board at the time of the disability/death.

Early Admission Program

High school graduation by means of the Early Admission to College Program is an alternative for the college-bound student during the normal senior year in high school. When the prescribed District conditions as set forth in the student handbook have been met, the student shall be awarded a high school diploma with the regular high school graduating class. The official college transcript shall be made a part of the student's high school permanent record file.

When students leave high school as Early Admission to College Program students, they may participate in graduation exercises with their graduation class and may be ranked in the class pursuant to Policy 5430.

Early High School Graduation

For the purposes of this policy, the term “early graduation” means graduation from high school in less than eight (8) semesters or the equivalent by completion of the required number of credits.

A student who meets the requirements of F.S. 1003.4282(3)(a)-(e), earns three (3) credits in electives (a total of eighteen (18) credits), and earns a cumulative grade point average (GPA) of 2.0 on a 4.0 scale shall be awarded a standard high school diploma.

A student also has the option of early graduation if the student has completed a minimum of twenty-four (24) credits and otherwise meets the requirements for graduation.

Academically Challenging Curriculum to Enhance Learning (ACCEL)

The following ACCEL options are available: whole-grade and midyear promotion; subject-matter acceleration; virtual instruction in higher grade-level subjects; and the Credit Acceleration Program described below. Additional options may be available.

Students shall be advised of courses through which they can earn college credit, including Advanced Placement, International Baccalaureate, Advanced Certificate of Education, dual enrollment, and early admission courses, and career academy courses, and courses that lead to industry certification, as well as the availability of course offerings through virtual instruction.

Credit Acceleration Program (CAP)

High school credit in courses required for high school graduation may be earned through passage of an end-of-course assessment administrated under F.S. 1008.22, an advanced placement examination, or a College Level Examination Program (CLEP). Course credit shall be awarded to a student who is not enrolled in Algebra I, Algebra II, Geometry, United States History, or Biology, the course, or who has not completed the course, if the student attains a passing score on the corresponding Statewide standardized assessment end-of-course assessment, advanced placement examination, or CLEP. The student Public school or home education students in the District shall take the standardized assessment or examination during the regular administration of the assessment or examination.

The District shall notify the parent of a student who is eligible to graduate early.

A student who graduates early may continue to participate in school activities and social events and to attend and participate in graduation events with the student's cohort. The student will be included in class ranking, honors, and award determinations for the student's cohort. The student must comply with Board rules and policies regarding access to the school facilities and grounds during normal operating hours.

[x] High School Equivalency Diploma

The Board shall offer the high school equivalency diploma examination and the subject area examinations to all candidates pursuant to the rules of the State Board of Education. To be eligible to be a candidate for a high school equivalency diploma, a student must be at least eighteen (18) years of age on the date of the examination. However, if the student resides or attends school in the District, the student may take the examination after reaching the age of sixteen (16). All high school equivalency diplomas have equal status with other high school diplomas. A student may be awarded a standard high school diploma pursuant to Florida Department of Education rules.

Certificate of Completion

A student who completes the minimum number of credits and other requirements for graduation but cannot earn a passing score on the State mandated testing, achieve a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent, or complete all other applicable requirements prescribed by the Board pursuant to Florida statutes shall be awarded a certificate of completion in a form prescribed by the State Board of Education.

A student who is entitled to a certificate may elect to remain as a full-time student or a part-time student for up to one (1) additional year and receive special instruction designed to remedy the student's identified deficiencies.

Notice to Students and Parents

The District will notify students and parents, in writing, of the requirements for a standard high school diploma, available designations, and the eligibility requirements for State scholarship programs and postsecondary admissions.

Commencement Exercises

Commencement exercises will include only those students who have successfully completed requirements for a standard high school diploma, Early Admission to College Program, a special diploma, or a certificate of completion for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

F.S. 1002.3105, ~~1003.428~~, 1003.4281, 1003.4282, 1003.4285, ~~1003.4286~~~~1003.429~~
F.S. 1003.4295, ~~1003.43~~, 1003.433, 1003.435, ~~1003.436~~, ~~1003.437~~~~1003.438~~
~~Form of High School Diplomas and Certificates of Completion~~, F.A.C. 6A-1.0995,
~~Graduation Requirements for Certain Students with Disabilities~~, F.A.C. 6A-1.09961,
~~6A-1.09963~~, ~~6A-6.0573~~
~~Industry Certification Process~~, F.A.C. 6A-6.0573

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PROHIBITION FROM PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

~~Participation in extra-curricular activities, including interscholastic sports,~~ Participation in interscholastic and intrascholastic extra-curricular activities is a privilege and not a right. Therefore, the School Board authorizes the Superintendent, principals, and assistant principals

- [x] and other authorized personnel employed by the District to supervise or coach a student activity program,

to prohibit a student from participating in ~~any particular or all~~ extra-curricular activities of the District if the student fails to meet eligibility standards or for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

- [x] In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

The Code of Student Conduct shall, at a minimum, contain the following provisions:

- A. A student not currently suspended from interscholastic or intrascholastic extra-curricular activities, or suspended or expelled from school, pursuant to Board policy and Florida law, is eligible to participate in interscholastic and intrascholastic extra-curricular activities.
- B. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in Policy 2431.01 - Participation by Transfer Students.
- C. A student's eligibility to participate in any interscholastic or intrascholastic extra-curricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to F.S. 1006.20.

Students who participate in interscholastic and intrascholastic extra-curricular activities for, but are not enrolled in, a public school in the District, are subject to Board's Code of Student Conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

This policy shall be posted in a central location in each school building and will be available to students upon request.

F.S. 1006.07, 1006.08, 1006.09, 1006.15, 1006.18, 1006.195, 1006.20

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REVISED POLICY -- VOL. 17, NO. 1

STUDENT/PARENT RIGHTS

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well. Federal and State law prohibit the Board from adopting any policy or rule, or from entering into any agreement, that infringes upon or waives the rights of freedoms afforded to students by the United States Constitution.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the procedures and rules of the District.

[X] The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

All K-12 students in Florida are entitled to a uniform, safe, secure, efficient, and high quality system of education, one that allows students the opportunity to obtain a high quality education. Parents are responsible to ready their children for school; however, neither the State of Florida nor the District can be a guarantor of any individual student's success.

Each parent has the right to pick-up, visit, and meet with his/her student at school, without interference of or the need for consent from the other parent, unless the school has received a certified copy of an enforceable court order that provides to the contrary. **[X]-The principal may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons.** ~~END OF OPTION~~ The District will abide by enforceable "no contact orders" which have been provided to the school.

Educational Decisions

Both parents have an equal right to make decisions about the education and welfare of their student, unless the school has received a certified copy of an enforceable court order that specifies that one of the parents, or someone else, has the sole right to make educational and/or general welfare decisions for the student.

If the parents cannot agree on a significant decision about the student's education or on matters affecting the health, safety, or welfare of the student, the school will take action based on what it considers to be in the best interests of the child.

Attendance

A. Termination of Enrollment

A student who attains the age of sixteen (16) years during the school year has the right to file a formal declaration of intent to terminate school enrollment if the declaration is signed by the parent. The parent has the right to be notified by the District of its receipt of the student's declaration of intent to terminate school enrollment. (see also Policy 5130 - Withdrawal from School)

B. Married or Pregnant

Students who become or have become married or who are pregnant and parenting have the right to attend school and receive the same or equivalent educational instruction as other students. (see also Policy 5751 - Parental-Married Status of Students)

C. Compulsory Attendance

Parents of students who have attained the age of six (6) years by February 1st of any school year but who have not attained the age of

sixteen (16) years must comply with the compulsory school attendance laws. Parents have the option to comply with the school attendance laws by attendance of the student in a public school; a parochial, religious, or denominational school; a private school; a home education program; or a private tutoring program. (see also Policy 5112 - Entrance Requirements and Policy 5200 - Attendance)

D. Absence for Religious Purposes

A parent of a student may request and be granted permission for absence of the student from school for religious instruction or religious holidays. (see also Policy 5223 - Absences for Religious Instruction and Policy 5225 - Absences for Religious Holidays)

E. Dropout Prevention and Academic Intervention Programs

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

Health Issues

A. School-Entry Health Examinations

The parent of any student shall be exempt from the requirement of a health examination upon written request stating objections on religious grounds. (see also Policy 5112 - Entrance Requirements)

B. Immunizations

The parent of any student shall be exempt from the school immunization requirements upon meeting any of the specified exemptions. (see also Policy 5320 - Immunizations and Policy 5112 - Entrance Requirements)

C. Biological Experiments

Parents may request that their child be excused from performing surgery or dissection in biological science classes.

D. Reproductive Health and Disease Education

A public school student whose parent makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS. (see also Policy 2417 - Comprehensive Health Education)

E. Contraceptive Services to Students

Students may not be referred to or offered contraceptive services at school facilities without the parent's consent.

F. Career Education Courses Involving Hazardous Substances

High school students must be given plano safety glasses or devices in career education courses involving the use of hazardous substances likely to cause eye injury.

G. Substance Abuse Reports

The parent of a student must be timely notified of any verified report of a substance abuse violation by the student.

H. Inhaler Use

Asthmatic students whose parent and physician provide their approval to the school principal may carry a metered dose inhaler on their person while in school. The school principal shall be provided a copy of the parent's and physician's approval. (see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

I. Epinephrine Use and Supply

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, if the school has been provided with written parental and physician authorization.

The School District shall be indemnified by the parent of a student who is authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this policy.

The District and its employees and agents, including the physician who provides the standing protocol for school epinephrine auto-injectors, are not liable for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

1. unless the trained school personnel's action is willful and wanton;
2. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the School District is not liable; and
3. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

J. Diabetes Management

The District may not assign a student who has diabetes to a particular school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have trained diabetes personnel.

Diabetic students whose parent and physician provide their written authorization to the school principal may carry diabetic supplies and equipment on their person and attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule. The written authorization shall identify the diabetic supplies and equipment that the student is authorized to carry and shall describe the activities the child is capable of performing without assistance, such as performing blood-glucose level checks and urine ketone testing, administering insulin through the insulin-

delivery system used by the student, and treating hypoglycemia and hyperglycemia.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to carry diabetic supplies or equipment for any and all liability with respect to the student's use of such supplies and equipment pursuant to this policy.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

K. Use of Prescribed Pancreatic Enzyme Supplements

A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, IF the school has been provided with written authorization from the student's parent and prescribing practitioner.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to use prescribed pancreatic enzyme supplements for any and all liability with respect to the student's use of the supplements under this policy.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

L. Notification of Involuntary Examinations of Students

The principal or the principal's designee shall immediately notify a parent of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. The principal or the principal's designee may delay notification for no more than twenty-four (24) hours after a student is removed if the principal or principal's designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect.

(see also Policy 2410 - School Health Services)

Discipline

A. **Suspension**

A student may be suspended only as provided by policy of the District. A good faith effort must be made to immediately inform the parent by telephone of the student's suspension and the reason. Each suspension and the reason must be reported in writing within twenty-four (24) hours to the parent by United States mail. A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension. (see also Policy 5610 - Removal, Suspension, and Expulsion of Students)

A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of Education rules.

B. **Expulsion**

Public school students and their parents have the right to written notice of a recommendation of expulsion, including the charges against the student and a statement of the right of the student to due process. (see also Policy 5610 - Removal, Suspension, and Expulsion of Students)

~~[NOTE: Districts that permit corporal punishment should include the following:]~~

~~(+) **Corporal Punishment**~~

~~Corporal punishment of a student may only be administered by a teacher or principal within guidelines set by the principal and according to District policy. Another adult must be present and must be informed in the student's presence of the reason for the punishment. Upon request, the teacher or school principal must provide the parent with a written explanation of the reason for the punishment and the name of the other adult who was present. (see also Policy 5630 - Corporal Punishment and Use of Reasonable Force and Restraint)~~

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~~The District will review its policy authorizing the use of corporal punishment as a form of discipline once every three (3) years during a regular or special Board meeting. The Board shall take public testimony at the Board meeting. If such Board meeting is not held in accordance with this subparagraph, the portion of the Board's policy authorizing corporal punishment expires.~~

Safety

Students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender, both at school and during school transportation.

Educational Choice

A. Public School Choices

Parents may seek whatever public school options are applicable and available to students in the School District.

~~[OPTIONAL LISTING—choose all, some or none]~~

~~(X)~~ These options may include:

~~[x]~~ controlled open enrollment

~~[+]~~ single gender programs

~~[+]~~ lab schools

~~[x]~~ virtual instruction programs

~~[+]~~ charter schools

~~[+]~~ charter technical career centers

~~[x]~~ magnet schools

~~[X]~~ alternative schools

~~[+]~~ special programs

~~[+]~~ auditory oral education programs

- ☒ advanced placement
- ☒ dual enrollment
- ☒ International Baccalaureate
- ☐ ~~International General Certificate of Secondary Education (pre-AICE)~~
- ☒ CAPE digital tools
- ☒ CAPE industry certifications
- ☒ collegiate high school programs
- ☐ ~~Advanced International Certificate of Education~~
- ☐ ~~early admissions~~
- ☐ ~~credit by examination or demonstration of competency~~
- ☐ ~~the New World School of the Arts~~
- ☐ ~~the Florida School for the Deaf and the Blind~~
- ☒ the Florida Virtual School

Options also include the public ~~school~~educational choice options of the Opportunity Scholarship Program and the McKay Scholarships for Students with Disabilities Program. (see also Policy 2370 - Educational Options, Policy 2370.01 - Virtual Instruction, and Policy 5113 - School Choice Options Provided by the ~~No Child Left Behind Act~~Every Student Succeeds Act (ESSA))

B. Private ~~School~~Educational Choices

Parents may seek private ~~school~~educational choice options under certain programs.

1. Under the McKay Scholarships for Students with Disabilities Program, the parent of a public school student with a disability may request and receive a McKay Scholarship for

the student to attend a private school in accordance with State law.

2. Under the Florida Tax Credit Scholarship Program, the parent of a student who qualifies for free or reduced-price school lunch or who is currently placed, or during the previous State fiscal year was placed, in foster care may seek a scholarship from an eligible nonprofit scholarship-funding organization in accordance with State law.

3. Under the Gardiner Scholarship Program, the parent of a student with a qualifying disability may apply for a Gardiner Scholarship to be used for individual educational needs in accordance with State law.

C. Home Education

The parent may choose to place the student in a home education program, in accordance with State law. (see also Policy 9270 - ~~Equivalent Education Outside the Schools~~ (Home-Education Programs))

D. Private Tutoring

The parent of a student may choose to place the student in a private tutoring program in accordance with State law.

E. Request to Transfer to Different Classroom Teacher

Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred to a different classroom teacher. As part of the request, the parent must state with specificity the grounds supporting the request. Requests must be in writing utilizing Form 5780 F2. A completed, signed Form 5780 F2 must be provided to ____principal____.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal or his/her designee. Within two (2) weeks of receiving a completed Form 5780 F2, the Principal or his/her designee shall notify the parent in writing as to whether the request is approved or denied. If denied, the Principal or his/her designee shall specify the reasons for the denial.

F. Request to Transfer to In-Field Classroom Teacher

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred. As part of the request, the parent must complete Form 5780 F3. A completed, signed Form 5780 F3 must be provided to _____principal_____.

All requests for a student to be transferred to another classroom teacher shall be considered by _____principal_____. Within two (2) weeks of receiving a completed Form 5780 F3, the _____principal_____ shall notify the parent in writing as to whether the request is approved or denied.

If an in-field teacher for the student's course and grade level is employed by the school and the transfer would not violate maximum class size requirements, the request shall be approved. The student shall be transferred no later than two (2) weeks from the date Form 5780 F3 is received.

If denied, the _____principal_____ shall specify the reasons for the denial.

Nondiscrimination

All education programs, activities, and opportunities offered by the District are available without discrimination on the basis of race, ethnicity, national origin, gender, disability, marital status (**(x)**), **sexual orientation, or (x) transgender** ~~(already in policy)~~ **identity**. (see also Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability)

Students with Disabilities

A. Notice and Due Process

Parents of students with disabilities and parents of students in residential care facilities are entitled to notice and due process. (see

also Policy 2460 - Exceptional Student Education)

B. Graduation

Students with disabilities are provided the opportunity to meet the graduation requirements for a standard high school diploma. Certain students with disabilities may be awarded a special diploma upon high school graduation. (see also Policy 2623 - Student Assessment)

C. Meetings with District Personnel

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at any meeting with District personnel.

District personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend any meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents or eligible students on school grounds shall sign-in at the front office of such school as a guest.

Parents, or eligible students, and District personnel shall sign Form 5780 F1 at the meeting's conclusion which states whether or not any District personnel have prohibited, discouraged, or attempted to discourage the parents, or eligible student from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

Blind Students

Students who are blind have the right to an individualized written education program and appropriate instructional materials to attain literacy.

Limited English Proficient Students

Limited English proficient students have the right to receive English for Speakers of Other Languages (ESOL) instruction designed to develop the student's mastery of listening, speaking, reading, and writing in English as rapidly as possible. The students' parents have the right of parental involvement in the ESOL program.

Students with Reading Deficiencies

Each elementary school shall regularly assess the reading ability of each K-3 student. The parent of any K-3 student who exhibits a reading deficiency shall be immediately notified of the student's deficiency with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading; shall be consulted in the development of a progress monitoring plan; and shall be informed that the student will be given intensive reading instruction until the deficiency is corrected.

Pledge of Allegiance

A student will be excused from reciting the pledge of allegiance, including standing and placing hand over his/her heart, upon written request by the student's parent, in accordance with State law.

Student Records

- A. Each parent has an equal right of access, right to waive access, right to challenge and hearing and right of privacy in the education records of his or her student who is a minor or a dependent adult pursuant to law, unless the school has received a certified copy of an enforceable court order that provides to the contrary. (see also Policy 8330 - Student Records)
- B. A student is not required to provide his/her social security number as a condition for enrollment or graduation. (see also Policy 8330 - Student Records)

Student Report Cards

Students and their parents have the right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

Student Progress Reports

Parents shall be informed at regular intervals of the academic progress and other needed information regarding their child, including ways they can help their child to succeed in school. (see also Policy 5420 - Reporting Student Progress)

Student Accountability and School Improvement Rating Reports

Parents of public school students are entitled to an easy-to-read report card about the school's grade designation or, if applicable, school's improvement rating, and the school's accountability report, including the school financial report.

High School Athletics

A. Eligibility

A student is eligible in the school in which s/he first enrolls each school year, the school in which the student makes himself/ herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred with approval of the Board, in accordance with State law. (see also Policy 2431 - Interscholastic Athletics)

B. Medical Evaluation

Students must satisfactorily pass a medical evaluation each year before participating in athletics, unless the parent objects in writing based on religious tenets or practices, in accordance with State law. (see also Policy 2431 - Interscholastic Athletics)

Extra-Curricular Activities

A. Eligibility

Students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities. (see also Policy 2430 - District-Sponsored Clubs and Activities)

B. Home Education Students

Home education students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies, or may develop an agreement to participate at a private school.

C. Charter School Students

Charter school students who meet specified academic and conduct

requirements are eligible to participate in extra-curricular activities at the school to which the student would be assigned or could choose to attend according to Board policies, unless such activity is provided by the student's charter school.

D. Florida Virtual School Full-Time Students

Florida Virtual School full-time students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies.

Instructional Materials

A. Core Courses

Each student is entitled to sufficient instructional materials in the core courses of mathematics, language arts, social studies, science, reading, and literature.

B. Curricular Objectives

The parent of each student has the right to receive effective communication from the school principal as to the manner in which instructional materials are used to implement the school's curricular objectives.

C. Sale of Instructional Materials

Upon request of the parent of a student, the principal will sell to the parent any instructional materials used in the school.

D. Dual Enrollment Students

Instructional materials purchased by the District or a Florida College System institution board of trustees on behalf of dual enrollment students is available to the dual enrollment students free of charge.

Students who are in juvenile justice programs have the right to receive educational programs and services, in accordance with State law.

Parental Input and Meetings

A. Meetings with School District Personnel

Parents may be accompanied by another adult of their choice at a meeting with School District personnel.

B. District Educational Facilities Program

Parents and other members of the public have the right to receive proper public notice and opportunity for public comment regarding the District's educational facilities work program, in accordance with State law.

Transportation

A. Transportation to School

Students are provided transportation to school in accordance with the provisions of State law. (see also Policy 8600 - Transportation)

B. Hazardous Walking Conditions

Students in grades K-6 are provided transportation if they are subjected to hazardous walking conditions, in accordance with State law.

C. Parental Consent

Each parent of a public school student must be notified in writing and give written consent before the student may be transported in a privately owned motor vehicle to a school function in accordance with State law. (see also Policy 8660 - Transporting Students by Private Vehicles)

**THE SCHOOL BOARD OF
INDIAN RIVER COUNTY
Orderly, Disciplined Classrooms**

STUDENTS
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Students will be in orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. (see also Policy 5600 - Student Discipline)

Economic Security Report

Prior to registration, each middle school and high school student or the student's parent will be provided a two (2) page summary of the Department of Economic Opportunity's economic security report of employment and earning outcomes and electronic access to the report.

F.S. 39.201, 381.0056, 394.463, 1000.05, 1002.20, 1002.22, 1002.39, 1002.395

F.S. 1002.41, 1002.43, 1002.385, 1003.01(13), 1003.02, 1003.21, 1003.22

F.S. 1003.3101, 1003.32, 1003.42, 1003.44, 1003.4505, 1003.47, 1003.52

F.S. 1003.53, 1003.55, 1003.56, 1003.57, 1003.58, 1006.062(7), 1006.09, 1006.13

F.S. 1006.15, 1006.20, 1006.21, 1006.22, 1006.23, 1006.28, 1006.40, 1007.271

F.S. 1008.22, 1008.25, 1008.386, 1012.42

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1 CONSTRUCTION CONTRACTING AND BIDDING

2 All School District construction bids shall be the immediate responsibility of the
3 Superintendent or his/her designee. All applicable laws, State Board of Education
4 State Regulations for Educational Facilities (SREF) regulations, the Florida Building
5 Code, and policies of the School Board shall be observed in school construction
6 bidding. The Superintendent shall develop procedures to implement this policy.

7 This policy shall generally apply to contracts for construction projects that shall be
8 funded with capital outlay funds or capital grants that relate to new construction,
9 additions, remodeling, renovations, maintenance, or repairs to existing facilities.

10
11 This policy shall not apply to acquisition of architectural, engineering, landscape
12 architectural, construction management at risk, design-build, total program
13 management, or surveying and mapping services, which shall be acquired pursuant
14 to Policy 6330 - Acquisition of Professional Architectural, Engineering, Landscape
15 Architectural or Land Surveying Services.

16 The Board may contract for construction of new facilities, or for additions,
17 remodeling, renovation, maintenance, or repairs to existing facilities, through means
18 including, but not be limited to:

19 A. competitive bids;

20 B. design-build pursuant to F.S. 287.055;

21 C. selecting a construction management entity, pursuant to
22 F.S. 255.103 or 287.055, that would be responsible for all
23 scheduling and coordination of both the design and construction
24 phases, and would be responsible for the successful, timely, and
25 economical completion of the construction project;

26 D. selecting a program management entity, pursuant to F.S. 255.103
27 or 287.055, that would act as the agent of the Board and would be
28 responsible for schedule control, cost control, and coordination in
29 providing or procuring planning, design, and construction services.

30 E. proposals to enter into a public-private partnership with a private
31 entity for the acquisition, design, construction, improvement, renovation,
32 expansion, equipping, maintenance, or operation of a qualifying project
33 pursuant to F.S. 287.05712;

34
35 The Superintendent shall be responsible for submitting proposed
36 public-private partnership agreements to the Board for consideration,

including unsolicited proposals from private entities. The Board shall evaluate and consider all proposed public-private partnership agreements pursuant to the guidelines set forth in F.S. 287.05712.

F. day-labor contracts not exceeding \$280,000 for construction, renovation, remodeling, or maintenance of existing facilities.

Beginning January 2009, this amount shall be adjusted annually based upon changes in the Consumer Price Index.

For purposes of this policy, "day-labor contract" means a project constructed using persons employed directly by the Board or by contracted labor.

Competitive Solicitation Requirements for Construction Contracting

Contracts governed by this policy shall be approved and executed as set forth below. A "construction project" shall be deemed to include a single contract or group of contracts with the same provider which is directly connected in terms of time, location, or services, such that a reasonable person would consider the services to be provided as a single project.

A. Construction Projects Involving Expenditures of \$0.00 - \$35,000.00

Contracts for construction projects involving expenditures of \$0.00 - \$35,000.00 shall be approved and executed as follows:

1. Architect/Engineer Services

Unless otherwise deemed appropriate by the Building Official, contracts governed by this subsection do not require assistance and services of a registered architect/engineer.

2. Direct Negotiations Authorized

Unless otherwise deemed appropriate by the Director of Facilities, contracts governed by this subsection do not require solicitation of formal bids. The District may negotiate directly with potential service providers for contracts governed by this subsection. In order to secure the most efficient and effective contracts, the District is encouraged to secure multiple quotes or to negotiate with multiple providers before entering into contracts hereunder.

3. Bonds Not Required

Unless otherwise deemed appropriate by the Director of Facilities, contractors are not required to submit payment

and performance bonds for contracts governed by this subsection.

B. Construction Projects Involving Expenditures of
\$35,000.01 - \$50,000.00

Contracts for construction projects involving expenditures of \$35,000.01 - \$50,000.00 shall be approved and executed as follows:

1. Architect/Engineer Services

Unless otherwise deemed appropriate by the Building Official, contracts governed by this subsection do not require assistance and services of a registered architect/engineer.

2. Three (3) Quotations Required

Unless otherwise deemed appropriate by the Director of Facilities, contracts governed by this subsection do not require solicitation of formal bids. The District may approve and enter into contracts governed by this subsection after securing three (3) written quotes and conducting any further negotiations that may be deemed appropriate, the Superintendent shall recommend that the Board approve a purchase order or execute a contract with the most efficient and effective proposer.

3. Bonds Not Required

Unless otherwise deemed appropriate by the Director of Facilities, contractors are not required to submit payment and performance bonds for contracts governed by this subsection.

C. Construction Projects Involving Expenditures of \$50,000.01 -
\$100,000.00 and Electrical projects \$50,000.01 - \$75,000.00

Contracts for construction projects, other than electrical projects, involving expenditures of \$50,000.01 - \$100,000.00 shall be approved and executed as follows:

1. Architect/Engineer Services

Contracts governed by this subsection shall require assistance and services of a registered architect/engineer.

2. Three (3) Quotations Required

Unless otherwise deemed appropriate by the Director of Facilities, contracts governed by this subsection do not

require solicitation of formal bids. The District may approve and enter into contracts governed by this subsection after securing three (3) written quotes from qualified providers. After securing the quotes and conducting any further negotiations that may be deemed appropriate, the Superintendent shall recommend that the Board approve a purchase order or execute a contract with the most efficient and effective proposer.

3. Bonds Not Required

Unless otherwise deemed appropriate by the Director of Facilities, contractors are not required to submit payment and performance bonds for contracts governed by this subsection.

D. Electrical Projects Involving Expenditures of
\$75,000.01 - \$100,000.00

Contracts for electrical projects involving expenditures of \$75,000.01 - \$100,000.00 shall be approved and executed as follows:

1. Architect/Engineer Services

Contracts governed by this subsection shall require assistance and services of a registered architect/engineer.

2. Bid Solicitation Required

Contracts governed by this subsection shall be advertised in conformance with the procedures outlined in this section.

a. Legal Notice

The District shall publish notice of projects governed by this section in a local newspaper with general circulation throughout the District for a minimum of once per week for three (3) consecutive weeks with the last publication appearing at least seven (7) days prior to bid opening.

b. Bid Bonds Required

Bidders shall submit bid bonds or security equaling five percent (5%) of the base bid. Security shall be in the form of a certified check, cashier's check, Treasurer's check, or bank draft of any national or State bank.

c. Rejection of Bids/Waiver of Technicalities

The Board reserves the right in its sole discretion to reject all bids and to waive technicalities in any and all bids.

3. Bonds Required

The successful contractor under this subsection shall be required to submit payment and performance bonds prior to issuance of a notice to proceed for this project.

1

E. Construction Projects Involving Expenditures in Excess of \$100,000.00

Contracts for projects involving expenditures in excess of \$100,000.00 shall be approved and executed as follows:

1. Architect/Engineer Services

Contracts governed by this subsection shall require assistance and services of a registered architect/engineer.

2. Bid Solicitation Required

Contracts governed by this subsection shall be advertised in conformance with the procedures outlined in this section.

a. Legal Notice

The District will publish notice of projects governed by this section in a local newspaper with general circulation throughout the District for a minimum of once per week for three (3) consecutive weeks with the last publication appearing at least seven (7) days prior to bid opening.

b. Bid Bonds Required

Bidders shall submit bid bonds or security equaling five percent (5%) of the base bid. Security shall be in the form of a certified check, cashier's check, Treasurer's check, or bank draft of any national or State bank.

c. Rejection of Bids/Waiver of Technicalities

The Board reserves the right in its sole discretion to

reject all bids and to waive technicalities in any and all bids.

1

3. Bonds Required

The successful contractor under this subsection shall be required to submit payment and performance bonds prior to issuance of a notice to proceed for this project.

F. Construction Projects Involving Fifty Percent (50%) or More State-Appropriated Funds

For a competitive solicitation for construction services in which fifty percent (50%) or more of the cost will be paid from State-appropriated funds which have been appropriated at the time of the competitive solicitation, the Board will not use a policy that provides a preference based upon the contractor's:

1. maintaining an office or place of business within a particular local jurisdiction;
2. hiring employees or subcontractors from within a particular local jurisdiction; or
3. prior payment of local taxes, assessments, or duties within a particular local jurisdiction.

For any such competitive solicitation, the Board will disclose in the solicitation document that any applicable local policy does not include any of the preferences listed above.

Exception to Construction Requirements

The Board may, with a supermajority vote at a public meeting that begins no earlier than 5 p.m., adopt a resolution to implement one (1) or more of the exceptions to the educational facilities construction requirements described below.

Before voting on the resolution, the Board will conduct a cost-benefit analysis prepared according to a professionally accepted methodology that describes how each exception selected by the Board achieves cost savings, improves the efficient use of District resources, and impacts the life-cycle costs and life span for each educational facility to be constructed, as applicable, and demonstrates that implementation of the exception will not compromise student safety or the quality of student instruction.

The Board will conduct at least one (1) public workshop to discuss and receive public comment on the proposed resolution and cost-benefit analysis, to begin no earlier than 5 p.m. The workshop may occur at the same meeting at which the resolution will be voted upon.

The Board's resolution may propose implementation of exceptions to requirements of the uniform Statewide building code for the planning and construction of public educational and ancillary plants relating to the following:

- A. Interior non-load bearing walls by approving the use of fire-rated wood stud walls in new construction or remodeling for interior non-load bearing wall assemblies that will not be exposed to water or located in wet areas.
 - B. Walkways, roadways, driveways, and parking areas by approving the use of designated, stabilized, and well-drained gravel or grassed student parking areas.
 - C. Standards for relocatables used as classroom space by approving construction specifications for installation of relocatable buildings that do not have covered walkways leading to the permanent buildings onsite.
 - D. Site lighting by approving construction specifications for site lighting that:
 - 1. Do not provide for lighting of gravel or grassed auxiliary or student parking areas.
 - 2. Provide lighting for walkways, roadways, driveways, paved parking lots, exterior stairs, ramps, and walkways from the exterior of the building to a public walkway through installation of a timer that is set to provide lighting only during periods when the site is occupied.
 - 3. Allow lighting for building entrances and exits to be installed with a timer that is set to provide lighting only during periods in which the building is occupied. The minimum illumination level at single-door exits may be reduced to no less than one (1) foot-candle.
6. Contracts for projects involving expenditures in excess of \$300,000.00 shall be approved and executed as follows:
- a. Architect/Engineer Services

Contracts governed by this subsection shall require assistance and services of a registered architect/engineer.

b. Bid Solicitation Required

Contracts governed by this subsection shall be advertised in conformance with the procedures outlined in this section.

1) Pre-Qualification

For construction projects in excess of \$300,000 all participating bidders must be pre-qualified in accordance with SREF 4.1

2) Legal Notice

The District shall publish notice of projects governed by this section in a local newspaper with general circulation strict for a minimum of once per week for three (3) consecutive weeks with the last publication appearing at least seven (7) days prior to bid opening.

3) Bid Bonds Required

Bidders shall submit bid bonds or security equaling five percent (5%) of the base bid. Security shall be in the form of a certified check, cashier's check, Treasurer's check, or bank draft of any national or State bank.

4) Rejection of Bids/Waiver of Technicalities

The School Board reserves the right in its sole discretion to reject all bids and to waiver technicalities in any and all bids.

**THE SCHOOL BOARD OF
INDIAN RIVER COUNTY
Change Orders**

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The Board believes that thoughtful planning should minimize the change orders for any construction or renovation project, but recognizes that all circumstances that might necessitate such changes cannot be anticipated. Any and all change order to construction contracts must be in compliance with Florida statutes and the State Requirements for Educational Facilities both in form and content.

Opening of Competitive Bids

Notwithstanding F.S. 119.071(1)(b), in any competitive solicitation for construction or repairs on a Board building or facility, the Superintendent will:

- A. open the sealed bid, or the portion of the sealed bid that includes the price submitted, at a public meeting conducted in compliance with F.S. 286.011 and Board Bylaw 0164 - Notice of Meetings, and Bylaw 0168 - Minutes;
- B. announce the name of each bidder and the price submitted in the bid at that meeting; and
- C. make available the name of each bidder and the price submitted in the bid, upon request.

Contract Execution

Contracts governed by this policy shall be awarded to the lowest responsive and responsible bidder, considering base bid and accepted alternatives; and be executed pursuant to Policy 6320 - Purchasing and Contracting for Goods and Services. Award of bid by the Board shall only represent an identification by the Board that a bid represents the lowest responsible bid received by the District. Award of bid shall not create a binding obligation on the Board, and no obligation shall be created or imposed on the District until such time as the Board Chair/designee executes a contract in a form satisfactory to the District.

Each Board contract for services must include a provision that requires the contractor to comply with public records laws, specifically to:

- A. keep and maintain public records that ordinarily and necessarily would be required by the Board in order to perform the service under the contract;
- B. provide the public with access to its public records on the same terms and conditions as the Board would provide the records, and at a cost that does not exceed the cost provided in Policy 8310 - Public Records;

**THE SCHOOL BOARD OF
INDIAN RIVER COUNTY**

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- 1 C. ensure that any of its public records that are exempt or confidential
2 and exempt from public records disclosure requirements are not
3 disclosed, except as authorized by law;
- 4 D. meet all requirements for retaining public record and, upon
5 termination of the contract, transfer to the Board, at no cost, all
6 public records in its possession and destroy any duplicate public
7 records that are exempt or confidential and exempt from public
8 records disclosure requirements. All records stored electronically
9 must be provided to the Board in a format that is compatible with
10 the Board's information technology systems.

11 **Certified Copy of Recorded Bond**

12
13 Before commencing the work or before recommencing the work after a default or
14 abandonment, the contractor shall provide to the Board a certified copy of the
15 recorded bond. Notwithstanding the terms of the contract or any other law
16 governing prompt payment for construction services, the Board may not make a
17 payment to the contractor until the contractor has complied with this paragraph.
18 This paragraph applies to contracts entered into on or after October 1, 2012.

| 19 F.S. 255.05, 255.0516, 255.0518, ~~255.05712~~, 255.0991, ~~287.05712~~, 1001.43,
20 1010.04, 1010.07(2)
| 21 F.S. 1010.48, 1013.385, 1013.45, 1013.46, 1013.47
22 Purchasing Policies, F.A.C. 6A-1.012
23 Educational Facilities, F.A.C. 6A-2.0010

24 Revised 3/4/14

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NEW POLICY

CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity. For purposes of this policy, “crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fund-raise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All crowdfunding activities are subject to AP 6605 and other applicable Board policies including, but not limited to, Policy 5830 – Student Fund-Raising.

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FAIR LABOR STANDARDS ACT (FLSA)

It is the School Board's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board shall pay at least the minimum wage required by the FLSA (x)and Florida law to all covered, non-exempt employees unless, an employee's individual contract or the terms of an applicable collective bargaining agreement provide for greater rights to its employees-benefits than mandated by the FLSA or Florida law.

Non-exempt employees are hourly employees or salaried employees who do not qualify for a professional, administrative, computer, executive, or any other exemption under the FLSA.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions and certain computer employees. Teachers are generally exempt, even if they are paid on an hourly basis. Such employees are exempt so long as they meet the salary requirements under the FLSA to the extent applicable.

~~To that end, the Board shall pay at least the minimum wage required by the FLSA to all covered, non-exempt~~ Non-exempt employees. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, ~~non-exempt employees to~~ who work more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). Work week is defined as the seven (7) day period of time beginning on Saturday at 12:00 a.m. and continuing to the following Friday at 11:59 p.m. ~~Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive premium pay (i.e., one and one-half (1 1/2) times the employee's regular hourly rate of pay) for all hours worked in excess of forty (40).~~

The Superintendent shall determine the necessity and availability of overtime work. Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature ~~Overtime must have prior approval of the Superintendent or supervisor and will be used primarily to address circumstances of an emergency or temporary nature.~~ Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

~~Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include persons employed in bona fide executive, administrative, and professional positions, and certain computer~~

**THE SCHOOL BOARD OF
INDIAN RIVER COUNTY**

FINANCES
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~~employees. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on salary basis at not less than \$455 per week. The salary requirement does not apply to teachers. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.~~

~~Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:~~

Salary Deductions

Deductions may be made to an otherwise exempt employee's salary in certain circumstances without jeopardizing such employee's exempt status. Deductions may occur under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

In addition to the foregoing, exempt employees who accrue personal leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one (1) full day when leave is not used by the employee because:

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A. permission to use leave has not been sought or permission has been sought and denied;

B. the employee's accrued leave has been exhausted; or

C. the employee chooses to use leave without pay.

Deductions from the pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, if the employee does not work the entire week, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, as described above, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Superintendent or his/her immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

This policy shall be distributed to employees upon initial hire, and to all employees on an annual basis.

Information regarding the FLSA may be found on the U.S. Department of Labor's website (www.dol.gov).

This policy is intended to comply with and explain the employees' rights under the FLSA. To the extent there is any conflict or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

F.S.448.110
Section 24, Article X of the Florida Constitution

29 U.S.C. 201 et seq.
29 C.F.R. Part 541

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1

FACILITIES PLANNING

2 The School Board recognizes that careful, prudent planning is essential to the
3 efficient operation of the schools. In order to assure that future District
4 construction supports the educational program and responds to community needs,
5 the Superintendent will prepare a Five Year Facilities Work Plan and submit it to the
6 Board for approval. Upon approval of the plan, the Superintendent will revise that
7 plan and submit it to the Board for approval by October 1st annually.

8

9 The plan shall include a thorough description and analysis of local and regional
10 demographic factors which influence general population growth and public school
11 enrollments.

12 The Superintendent shall make such recommendations to the Board in connection
13 with the District's Facility's Work Plan, the Educational Plant Survey, and other
14 aspects of the District Facilities Planning and Construction Program such that the
15 program is adequate to meet the needs of the School District and complies with the
16 applicable legal requirements.

17

18 All educational and ancillary facilities constructed by the Board shall comply with
19 the uniform Statewide building code for planning and construction of public
20 educational and ancillary plants, including adopted standards.

21 In planning for the enlargement or modification of its facilities, the Board shall
22 consider not only the number of children whose educational needs must be met, but
23 also the physical requirements of the program it deems best suited to meet those
24 needs, as well as available funding. The District shall provide suitable
25 accommodations to carry out the educational program of the school including
26 provision for the students with disabilities, pursuant to law and regulation.

27 Further, when new construction or a remodeling or renovation project over
28 \$300,000.00 will be undertaken pursuant to the District's plan, the Superintendent
29 will evaluate alternative construction methods, including exceptions to standards for
30 innovative planning and construction techniques, to determine the most appropriate
31 method for completing the particular project. In conducting that evaluation the
32 Superintendent will consider the use of new materials, systems, and applications
33 in the design and construction of educational facilities. Based on the evaluation
34 of the alternative methods, the Superintendent will recommend to the Board the
35 methods for design and construction determined most appropriate for the project.
36 Upon approval of the District's building official, the Board, and the Florida
37 Department of Education, the District shall proceed with contracting for the project
38 in accordance with Policy 6322 - Construction Contracting and Bidding.

39

Exceptions to Construction Requirements

The Board may, with a supermajority vote at a public meeting that begins no earlier than 5 p.m., adopt a resolution to implement one (1) or more of the exceptions to the educational facilities construction requirements described below.

Before voting on the resolution, the Board will conduct a cost-benefit analysis prepared according to a professionally accepted methodology that describes how each exception selected by the Board achieves cost savings, improves the efficient use of District resources, and impacts the life-cycle costs and life span for each educational facility to be constructed, as applicable, and demonstrates that implementation of the exception will not compromise student safety or the quality of student instruction.

The Board will conduct at least one public workshop to discuss and receive public comment on the proposed resolution and cost-benefit analysis, to begin no earlier than 5 p.m. The workshop may occur at the same meeting at which the resolution will be voted upon.

The Board's resolution may propose implementation of exceptions to requirements of the uniform Statewide building code for the planning and construction of public educational and ancillary plants relating to the following:

- A. Interior non-load bearing walls by approving the use of fire-rated wood stud walls in new construction or remodeling for interior non-load bearing wall assemblies that will not be exposed to water or located in wet areas.
- B. Walkways, roadways, driveways, and parking areas by approving the use of designated, stabilized, and well-drained gravel or grassed student parking areas.
- C. Standards for relocatables used as classroom space by approving construction specifications for installation of relocatable buildings that do not have covered walkways leading to the permanent buildings onsite.
- D. Site lighting by approving construction specifications for site lighting that:
 - 1. Do not provide for lighting of gravel or grassed auxiliary or student parking areas.

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2. Provide lighting for walkways, roadways, driveways, paved parking lots, exterior stairs, ramps, and walkways from the exterior of the building to a public walkway through installation of a timer that is set to provide lighting only during periods when the site is occupied.

3. Allow lighting for building entrances and exits to be installed with a timer that is set to provide lighting only during periods in which the building is occupied. The minimum illumination level at single-door exits may be reduced to no less than one (1) foot-candle.

F.S. 553.73, 1013.37

F.A.C. 6A-2.0010

Section 114, Florida Building Code

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LENDING OF BOARD OWNED EQUIPMENT

~~No item of School Board owned equipment shall be loaned for nondistrict school use off school property. If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board policy and administrative procedures. Use agreements made with other government agencies may include the use of District equipment.~~

~~Individuals authorized to use Board owned equipment off school property may not allow anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc., may not use Board owned equipment, which is sanctioned for use by a specific person).~~

~~A Board employee may use Board owned technology including cellular telephones; personal digital assistants ("PDAs"); laptop computers; and other technology devices for school use off of school property. Technology devices owned by the Board may contain personally identifiable information about District students and/or staff. Federal and State laws prohibiting disclosure of such personally identifiable information apply to electronic records stored on technology devices. Board employees are advised to exercise caution when transferring personally identifiable information onto disks, flash drives, and other technology devices. A Board employee who loses or misuses student or staff personally identifiable information will be subject to disciplinary action as determined by the Board.~~

~~Personal use of Board equipment or facilities by staff or students will be in accordance with the Superintendent's administrative procedures.~~

~~Removal of Board equipment from District property for personal use is prohibited by staff or students.~~

~~F.S. 1001.43, 1001.51~~

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LENDING OF BOARD-OWNED EQUIPMENT

Board-owned equipment is a valuable resource that may be loaned to other government agencies or not for profit organizations for community use, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the District's educational program. If equipment is required for the use of those granted permission to use Board-owned facilities, it may be loaned in accordance with Board policy and administrative procedures. Use agreements made with other government agencies may include the use of Board equipment. The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent

The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off Board property is subject to the same rules and conditions of use that are in effect when the equipment is used on Board property.

Board equipment may be removed from Board property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent or Site Administrator is required for such removal.

Individuals authorized to use Board-owned equipment off Board property are prohibited from allowing anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc., may not use Board-owned equipment, which is approved for use by a specific person).

A Board employee may use technology resources (as defined in Bylaw 0100) that have been assigned to him/her off Board property provided such use is for purposes related to his/her duties. If personally identifiable information ("PII") about students and/or staff are saved/uploaded/stored on the technology resources assigned to an employee, the technology resources shall be locked down to prevent non-authorized individuals from accessing that PII. Federal and State laws prohibiting disclosure of such PII apply to electronic records stored on Board-owned technology resources. Board employees are prohibited from saving/uploading/storing PII on mobile/portable storage devices (e.g., external hard drives, CDs/DVDs, USB thumb/flash drives, etc.). Board employees must exercise caution when accessing PII that is stored on the Board's network or contracted cloud-storage. A Board employee who loses or misuses student or staff PII will be subject to disciplinary action.

Personal use of Board-owned equipment or facilities by staff or students will be in accordance with the Superintendent's administrative procedures.

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Removal of Board-owned equipment from Board property for personal use by staff or students is prohibited.

F.S. 1001.43, 1001.51

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STAFF USE OF WIRELESS COMMUNICATION DEVICES

~~The School Board will provide wireless communication devices ("WCDs") (i.e. cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs) BlackBerries/Smartphones, WiFi enabled or broadcast access devices, etc.) to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. WCDs are provided as a tool to conduct Board business and to enhance business efficiencies. WCDs are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost effective means to conduct Board business (i.e. because some wireless services plan are billed on a time used basis, Board owned WCDs should not be used if a less costly alternative method of communication is safe, convenient and readily available).~~

~~The Superintendent is authorized to designate those staff members who will be issued a Board owned WCD and provided with a wireless service plan.~~

~~The Superintendent is responsible for verifying:~~

~~A. the need for each Board owned WCD and wireless service plan is clearly justified for Board business purposes;~~

~~B. alternative solutions for work production and communication are considered;~~

~~C. employees provided with wireless service plans are notified of the purpose and limitations of usage;~~

~~D. wireless service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;~~

~~E. employees reimburse the Board for non business use; and~~

~~F. a Board owned WCD is returned and the corresponding wireless service plan is terminated when it is no longer justified by business requirements, the employee leaves the Board's employment, and/or when the employee has demonstrated a disregard for the limitation of this policy.~~

~~Board owned WCDs and/or their related wireless service plan are to be used only to place calls, access the Internet, or receive/send e mails, instant messages or text messages for District related business.~~

~~At least once annually, the Superintendent shall review the employee's actual usage (i.e. type and level of service) with the employee.~~

~~Possessing a Board-owned WCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost effectiveness of WCD use by utilizing assigned landline and/or designated computers as available and appropriate. Employees should know that using a WCD to place calls outside the immediate area might result in roaming charges, in addition to long distance and regular charges, and that the Board is charged for both outgoing and incoming calls.~~

~~In order to continue to be eligible to receive a Board-owned WCD, FLSA exempt staff members are required to answer all calls on his/her WCD and promptly respond to any messages.~~

~~Non-exempt employees are required to answer all calls on his/her WCD and promptly respond to any messages during his/her work hours. Non-exempt employees may be required as assigned to respond to calls after work hours.~~

~~Employee safety is a priority of the Board, and responsible use of WCDs includes safe use.~~

~~Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner and therefore, employees are prohibited from using WCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.~~

~~In accordance with Policy 8625 and subject to the definitions therein, employees shall not operate a District motor vehicle at any time, or a personal vehicle while driving to/from any location on school business, while manually typing or entering multiple letters, numbers, symbols, or other characters into a wireless communications device or while sending or reading messages on such a device for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, and snap chatting. Furthermore, an employee who violates this prohibition is subject to disciplinary action, up to and including termination.~~

Duty to Maintain Confidentiality of Student Personally Identifiable Information; Public and Student Record Requirements

~~Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their Board-owned WCDs.~~

1 ~~Wireless communications, including calls, text messages, instant messages, and~~
2 ~~e-mails sent from WCDs may not be secure. Therefore, employees should use~~
3 ~~discretion in relaying confidential information, particularly as it relates to students.~~

4 ~~Additionally, wireless communications, including text messages, instant messages~~
5 ~~and e-mails sent and/or received by a public employee or school official using their~~
6 ~~Board-owned WCD may constitute public records if the content of the message~~
7 ~~concerns District business, or an education record if the content includes personally~~
8 ~~identifiable information about a student. Wireless communications that are public~~
9 ~~records are subject to retention and disclosure, upon request, in accordance with~~
10 ~~Policy 8310—Public Records. Wireless communications that are student records~~
11 ~~should be maintained pursuant to Policy 8330—Student Records. Finally wireless~~
12 ~~communications and other electronically stored information (ESI) stored on the staff~~
13 ~~member's Board-owned WCD may be subject to a Litigation Hold pursuant to~~
14 ~~Policy 8315—Information Management. Staff are required to comply with District~~
15 ~~requests to produce copies of wireless communications in their possession that are~~
16 ~~either public records or education records, or that constitute ESI that is subject to a~~
17 ~~Litigation Hold.~~

18 ~~Except in emergency situations, employees are prohibited from using WCDs to~~
19 ~~capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video)~~
20 ~~of any student, staff member or other person in the school or while attending a~~
21 ~~school-related activity, without express prior notice and explicit consent for the~~
22 ~~capture, recording or transmission of such words or images. Using a WCD to take~~
23 ~~or transmit audio and/or pictures/video of an individual without his/her consent is~~
24 ~~considered an invasion of privacy and is not permitted, unless authorized by the~~
25 ~~building principal or Superintendent.~~

26 ~~At no time may any WCD be utilized by an employee in a way that might reasonably~~
27 ~~create in the mind of another person an impression of being threatened, humiliated,~~
28 ~~harassed, embarrassed or intimidated.~~

29 **Employee's Responsibilities**

30 ~~Employees are responsible for the safekeeping, care and custody of the WCDs~~
31 ~~assigned to them. Further, employees may be responsible for the cost of loss or~~
32 ~~damage of the WCDs provided to them. The District does not provide or purchase~~
33 ~~insurance to allow for loss or damage to its WCDs.~~

1 ~~Reasonable precautions should be taken to prevent unauthorized use/access to, or~~
2 ~~loss, damage, theft and/or vandalism to said devices. Upon resignation or~~
3 ~~termination of employment, or at any time upon request, the employee may be asked~~
4 ~~to produce the WCD for return or inspection. Employees unable to present the~~
5 ~~device in good working condition within the time period requested (e.g.~~
6 ~~twenty-four (24) hours) may be expected to bear the cost of a replacement.~~
7 ~~Employees who separate from employment with outstanding debts for equipment~~
8 ~~loss or unauthorized charges will be considered to have left employment on~~
9 ~~unsatisfactory terms and may be subject to legal action for recovery of the loss.~~

10 ~~Any employee who regularly places or receives personal calls, or uses his/her~~
11 ~~Board-owned WCD to send/receive personal e-mails, text messages, or instant~~
12 ~~messages, may be subject to disciplinary action. Use of a Board-owned WCD by an~~
13 ~~employee to access a personal e-mail account or connect to the Internet for personal~~
14 ~~business is strictly prohibited.~~

15 ~~WCDs may not be transferred to any other employee without prior notification and~~
16 ~~approval of the Superintendent. Employees provided with a WCD understand that~~
17 ~~the WCD is owned by the Board. Any alteration or switching of WCDs must be~~
18 ~~approved in advance by the Superintendent.~~

19 ~~Cellular telephone numbers provided by the Board, via contract with a wireless~~
20 ~~service provider/vendor, are considered business numbers of the District which~~
21 ~~shall remain and belong to the Board for its use, unless otherwise changed by the~~
22 ~~service provider/vendor or as mandated by the Federal Communications~~
23 ~~Commission. Employees are not allowed to transfer/port a previous personal~~
24 ~~cellular telephone number to a Board-owned WCD.~~

25 ~~The Board reserves the right to audit all Board-owned WCDs, which will include but~~
26 ~~not be limited to, a review of the detailed monthly statement upon submission after~~
27 ~~the requisite review by the employee. The detailed monthly service statements for all~~
28 ~~Board-owned WCDs as well as invoices and payment documents related to these~~
29 ~~accounts are public records and, as such, may be subject to disclosure and review.~~

30 **Privacy Issues**

31 ~~WCDs, including but not limited to those with cameras, may not be activated or~~
32 ~~utilized at any time in any school situation where reasonable expectation of personal~~
33 ~~privacy exists. The building principal has authority to make determinations as to~~
34 ~~other specific locations and situations where possession of a WCD is absolutely~~
35 ~~prohibited.~~

~~Use of a Personal WCD While at Work~~

~~During work hours, personal communications made or received, regardless of whether on a WCD, regular telephone, or network computer, can interfere with employee productivity and/or distract others. Employees are expected to use discretion in using personal WCDs while at work. Employees are asked to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.~~

~~The District will not reimburse an employee for use of a personal WCD without express prior authorization by the Superintendent.~~

~~Potential Disciplinary Action/Cancellation of Board-Owned WCD~~

~~Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of the WCD in any manner contrary to local, State or Federal laws will constitute misuse, and may result in the Board immediately canceling the employee's privilege to use a Board-owned WCD and return of the device.~~

~~F.S. 316.305~~

~~Revised 3/4/14~~

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BOARD-OWNED WIRELESS COMMUNICATION DEVICES

The School Board will provide wireless communication devices ("WCDs") (as defined in Bylaw 0100) to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. WCDs are provided as a tool to conduct Board business and to enhance business efficiencies. Board-owned cell phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e. because some cellular telephone services plan are billed on a time-used basis, Board-owned cell phones should not be used if a less costly alternative method of communication is safe, convenient, and readily available).

The Superintendent shall designate those staff members who will be issued a Board-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan.

The Superintendent or his/her designee is responsible for verifying:

- A. the need for each Board-owned cell phone and related service plan is clearly justified for Board business purposes;
- B. alternative solutions for work production and communication are considered;
- C. employees provided with cellular and/or wireless Internet/data service plans are notified of the purpose and limitations of usage;
- D. cellular telephone and wireless Internet/data service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;
- E. employees reimburse the Board for non-business use; and
- F. a Board-owned cell phone is returned and the corresponding cellular telephone and/or wireless Internet/data service plan is terminated when it is no longer justified by business requirements, the employee leaves the Board's employment, and/or when the employee has demonstrated a disregard for the limitation of this policy.

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Cellular and wireless Internet/data service plans are expected to be set at the minimum level that fulfills the business need for the position in question. The service plan that is selected for an employee should be the one that provides a combination of services including number of minutes, coverage, and local call zone most nearly matching the employee's recurring business needs as well as whether or not the service plan includes text messaging, instant message, and/or e-mail capability, and ability to access the Internet. If the service plan is based on minutes used for calls made or includes a charge regarding e-mail or instant messages, the smallest plan available to accommodate the particular business need shall be utilized.

Possessing a Board-owned cell phone and/or other WCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost effectiveness of their cell phone and/or WCD use by utilizing assigned landline and/or designated computers as available and appropriate.

In order to continue to be eligible to receive a Board-owned cell phone, staff members are required to answer all calls on his/her Board-owned cell phone and promptly respond to any messages.

In order to continue to receive a Board-owned cell phone and/or other WCD, non-exempt employees are required during his/her regular work hours to answer all calls on his/her cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their Board-owned WCD outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls.

Safe and Appropriate Use of Board-Owned WCDs, Including Cell Phones

Employee safety is a priority of the Board and responsible use of Board-owned WCDs, including cell phones, requires safe use. (see Policy 7530.02 - Staff Use of Wireless Communication Devices)

Employees may not use a WCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

In accordance with Policy 8625 and subject to the definitions therein, employees shall not operate a Board-owned motor vehicle at any time, or a personal vehicle while driving to/from any location on school business, while manually typing or entering multiple letters, numbers, symbols, or other characters into a wireless communications device

or while sending or reading messages on such a device for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, and snap chatting. Furthermore, an employee who violates this prohibition is subject to disciplinary action, up to and including termination.

Duty to Maintain Confidentiality of Student Personally Identifiable Information; Public and Student Record Requirements

Employees are subject to all applicable policies and procedures pertaining to protection of the security, integrity, and availability of the data stored on their Board-owned WCDs. (See Policy 7530.02 - Staff Use of Wireless Communication Devices)

When the Board intends to dispose of, or otherwise stop using, a Board-owned WCD on which an employee has maintained public records, student records and/or ESI that is subject to a litigation hold, the Information Technology (IT) department/staff shall verify such records are properly transferred to an alternative storage device, before disposing of, or otherwise ceasing to use, the WCD. The IT department/staff is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the Board-owned WCD. The IT department/staff is responsible for maintaining documentation concerning the actions it takes to comply with this requirement.

Employees are subject to all applicable policies and procedures pertaining to protection of the security, integrity, and availability of the data stored on their Board-owned WCDs. (See Policy 7530.02 - Staff Use of Wireless Communication Devices)

When the Board intends to dispose of, or otherwise stop using, a Board-owned WCD on which an employee has maintained public records, student records and/or ESI that is subject to a litigation hold, the IT department/staff shall verify such records are properly transferred to an alternative storage device, before disposing of, or

otherwise ceasing to use, the WCD. The IT department/staff is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the Board-owned WCD. The IT department/staff is responsible for maintaining documentation concerning the actions it takes to comply with this requirement.

Employee's Responsibilities

Employees are responsible for the safekeeping, care, and custody of the Board-owned WCDs assigned to them. Further, employees are responsible for the cost of misuse, intentional damage, or reckless loss of the Board-owned WCDs provided to them. The Board does not provide or purchase insurance to cover loss or damage to its WCDs.

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Reasonable precautions should be taken to prevent theft, loss, or damage to, or misuse or unauthorized use/access to Board-owned WCDs. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the Board-owned WCD issued to him/her for return or inspection. Employees unable to present the device in good working condition within the time period requested (e.g., twenty-four (24) hours) will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Any employee who regularly places or receives personal calls, or uses his/her Board-owned cell phone to send/receive personal e-mails, text messages, or instant messages shall be subject to disciplinary action. Use of a Board-owned WCD by an employee to access a personal e-mail account or connect to the Internet for personal business is strictly prohibited.

WCDs may not be transferred to any other employee without prior notification and approval of the Superintendent. Employees provided with a WCD understand that the WCD is owned by the Board. Any alteration or switching of WCDs must be approved in advance by the Superintendent.

Cell phone numbers provided by the Board, via contract with a cellular telephone service provider/vendor, are considered business numbers of the District which shall remain and belong to the Board for its use, unless otherwise changed by the service provider/vendor or as mandated by the Federal Communications

Commission. Employees are not allowed to transfer/port a previous personal cellular telephone number to a Board-owned cell phone.

The Board reserves the right to audit all Board-owned cell phones, which will include but not be limited to, a review of the detailed monthly statement upon submission

after the requisite review by the employee. The detailed monthly service statements for all Board-owned cell phones, as well as invoices and payment documents related to these accounts, are public records and, as such, may be subject to disclosure and review.

Use of Board-owned Cell Phones for Personal Calls

The Board recognizes that in rare circumstances it may be necessary for an employee to use a Board-owned cell phone for personal business. The Board generally prohibits such conduct as emphasized by this policy, but realizes there may be limited situations when such use is justified. Employees are advised not to take advantage of this provision and that repeated use of a Board-owned cell phone for personal business will result in disciplinary action.

If unforeseen circumstances develop where employees must use their Board-issued cell phone for personal reasons (i.e., to let family know that the employee will be home late, etc.) it is up to the Superintendent or his/her designee to determine whether the employee should reimburse the Board.

Potential Disciplinary Action/Cancellation of Board-Owned WCD

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of the Board-owned WCD in any manner contrary to local, State, or Federal laws will constitute misuse and will result in the Board canceling the employee's privilege to use the WCD and requiring the employee to immediately return of the device.

F.S. 316.305

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NEW POLICY

STAFF USE OF WIRELESS COMMUNICATION DEVICES

Use of wireless communication devices ("WCDs") (see definition in Bylaw 0100) has become pervasive in the workplace. Whether the WCD is School Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her WCD, or the employee receives no remuneration for his/her use of a personally-owned WCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of WCDs

Employees are responsible for operating Board owned vehicles and potentially hazardous equipment in a safe and prudent manner. Therefore, employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, GPS-navigation destinations set/modified, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other WCD while driving). Additionally, Policy 8606, Policy 8600.04, and Policy 8625 further govern the use of wireless communication devices by school bus operators.

Employees may not use a WCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on their WCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from WCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her WCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/Wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 – Student Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's WCD may be subject to a litigation hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or his/her designee of all public records, student records and ESI subject to a litigation hold that is maintained on the employee's Board-owned WCD. The Information Technology (IT) department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned WCD for work-related communications, and the device contains public records, students records and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned WCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned WCD before the Board will issue any final compensation that is owed to the employee.

If a WCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, student records, and/or ESI subject to a litigation hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the WCD was encrypted.

The Board prohibits employees from maintaining the following types of records and/or information on their WCDs:

social security numbers

driver's license numbers

credit and debit card information

financial account numbers

student personally identifiable information

information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)

personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

If an employee maintains records and/or information on a WCD phone that is confidential, privileged, or otherwise protected by State and/or Federal law, the employee is required to encrypt the records and/or information.

It is required that employees lock and password protect their WCDs when not in use.

Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a WCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using WCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a WCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

WCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a WCD is absolutely prohibited.

Personal Use of WCDs While at Work

During work hours personal communications made or received, regardless of whether on a WCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using WCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

Potential Disciplinary Action

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a WCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.

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COMPUTER TECHNOLOGY AND NETWORKS

~~The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations.~~

~~However, the use of the District's network and technology resources is a privilege, not a right.~~

~~The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate, and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.~~

~~Students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.~~

~~Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. Instructional staff may be authorized to access social media from the District's network, provided such access has an educational purpose and the instructional staff member has the prior approval of the Superintendent and Principal.~~

~~However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and may subject students and staff members to discipline in accordance with Board policy.~~

~~The Superintendent shall review the DTP and report any changes, amendments, or revisions to the Board annually.~~

~~F.S. 1001.43~~

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TECHNOLOGY

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Although students' use of Board-owned technology resources (see definition in Bylaw 0100) is required to participate in and benefit from certain aspects of the District's curriculum, unsupervised use of technology resources may be limited or denied if such use is not under the direct supervision of school staff. Students and their parents must sign and submit a Student Technology Responsible Use and Safety form annually. (See also, Policy 7540.03)

The Superintendent shall develop, recommend for approval by the Board, and implement a written District Technology Plan (DTP). One of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations. The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students about making safe, appropriate, and ethical use of Board approved technology resources, as well as inform both staff and students about disciplinary actions that will be taken if its technology resources are abused in any way or used in an inappropriate, illegal, or unethical manner. (See Policy 7540.03 and AP 7540.03 - Student Technology Responsible Use and Safety, and Policy 7540.04 and AP 7540.04 - Staff Technology Responsible Use and Safety)

The Superintendent, in conjunction with the Assistant Superintendent of Technology and Assessment, shall review the DTP and report any changes, amendments, or revisions to the Board annually.

This policy, along with the Student and Staff Technology Responsible Use and Safety policies, and the Code of Student Conduct further govern students' and staff members' use of their wireless communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using Board-owned technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Board's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online;

interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying.

For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties" (Quote from Ron Jones of Search Engine Watch). Social media provides a way for people to stay "connected or linked to other sites, resources, and people". Examples include FaceBook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of Board-issued e-mail accounts.

Staff may use social media for business-related purposes. Authorized staff may use Board-owned technology resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Florida's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. (See Policy 8310 - Public Records, AP 8310A - Public Records, and AP 8310D - Records Retention and Disposal)

Instructional staff and their students may use Board-owned technology resources to access and use social media for educational purposes, provided the Principal approves, in advance, such access and use.

Students must comply with Policy 7540.03 and Policy 5136 when using Board approved technology resources to access and/or use social media. Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using Board-owned technology resources to access and/or use social media.

F.S. 1001.43

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TECHNOLOGY PRIVACY

~~The School Board recognizes its staff members' right to privacy in their personal lives. The Board has established this policy to inform staff members of the Board's position with respect to staff member privacy in the workplace and to protect the Board's interests.~~

~~All computers, telephone systems, electronic mail systems, software applications and web-based technologies that store information, security camera systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District retains the right to access and review all electronic mail, computer files, data bases, digital content, voice mails, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, security system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.~~

~~Review of such information may be done by the District with or without the staff member's knowledge. The District retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.~~

~~Computers, electronic mail, and voice mail are to be used for business purposes. Personal messages via District-owned technology should be limited in accordance with the Superintendent's regulations. Staff members are encouraged to keep their personal records and personal business at home. In addition, staff members shall be advised that computers, electronic mail, and voice mail are subject to the provisions of Florida's Public Records Law.~~

~~Staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.~~

~~Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the District, except to the extent necessary to determine District's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.~~

~~The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.~~

1 ~~All computers and any information or software contained therein are property of the~~
2 ~~District. Staff members shall not remove or communicate any such information in~~
3 ~~any form for their personal use or for the use of others. In addition, staff members~~
4 ~~may not copy software on any District computer and may not bring software from~~
5 ~~outside sources for use on District equipment without the prior approval of the~~
6 ~~Superintendent. Such pre-approval will include a review of any copyright~~
7 ~~infringements or virus problems associated with such outside software.~~

8 ~~F.S. 119.011~~

9 ~~© NEOLA 2004~~

TECHNOLOGY PRIVACY

The School Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff member privacy in the educational and workplace setting and to protect the Board's interests.

All Board-owned technology resources (as defined in Bylaw 0100) are intended to be used primarily for business purposes. The Board retains the right to access and review all information resources (as defined in Bylaw 0100), including but not limited to, electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality and the Board retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Board-owned technology resources are to be used for business and educational purposes.

Staff members are encouraged to keep their personal records and personal business at home.

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because Board-owned Technology Resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Board-owned technology resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimated business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised.

Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All Board-owned technology resources and information resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on Board-owned technology resources without the express permission of the Superintendent, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on to any Board-owned technology resources and may not bring software from outside sources for use on Board technology resources without the prior approval of the Director of Technology Services. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

F.S. 119.011

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DISTRICT WEB PAGE

~~The School Board authorizes staff members and students to create web pages/sites that will be hosted on the Board's authorized servers and published on the Internet. The web pages/sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff-created web pages/sites are subject to prior review and approval of the Superintendent. Student created web pages/sites are subject to Policy 5722 ("School Sponsored Student Publications and Productions"). The creation of web pages/sites by students must be done under the supervision of a professional staff member.~~

~~The purpose of web pages/sites hosted on the Board's authorized servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web pages/sites:~~

A. — Educate

~~Content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.~~

B. — Inform

~~Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.~~

C. — Communicate

~~Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be affected by District matters.~~

~~When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330—Student Records.~~

~~All links included on web pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act, and the Americans with Disabilities Act).~~

~~Under no circumstances is a web site to be used for commercial purposes, advertising, lobbying for candidates for public office, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organizations. Nothing in this paragraph shall prevent the Board from linking on the District's web site to recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites).~~

~~Under no circumstances is a staff member-created web page/site, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class related material. The Board maintains its own web site, electronic grade book, and other hosted web based applications through contracted service providers that employees are required to use for the purpose of conveying information to students and/or parents.~~

~~Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Twitter, or MySpace pages) to check grades, obtain class assignments, and/or class-related materials, and/or to turn in assignments.~~

~~If a staff member creates a web page/site related to his/her class, it must be hosted on the Board's authorized server.~~

~~Pages should reflect an understanding that both internal and external audiences will be viewing the information.~~

~~All District and school web sites must be located on servers authorized and approved by the District.~~

~~The Superintendent shall prepare procedures defining the rules and standards applicable to the use of the Board's web site and the creation of web pages/sites by staff and students.~~

~~The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Board's authorized servers, absent written agreement to the contrary.~~

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~~Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.~~

~~Prior written parental permission is necessary for a student to be identified by name on the Board's web site.~~

~~F.S. 104.31(1)(a), 110.233(2), 110.233(4), 112.313(6), 1001.32(2), 1001.42~~

~~H.R. 4577~~

~~P.L. 106-554, Children's Internet Protection Act of 2000~~

~~People Against Tax Revenue Mismanagement v. County of Leon, 583 So. 2d~~

~~1373 (Fla. 1991); Commission on Ethics: In Re: Patty Lynch, Case No.~~

~~2068EC (1994)~~

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WEB CONTENT, SERVICES, AND APPS

Creating Web Pages/Sites/Services and Apps

The School Board authorizes staff members and students to create web content, apps, and web services (see Bylaw 0100, Definitions) that will be hosted by the Board on its servers, or servers approved by the Superintendent, and published on the Internet.

The web content, services, and apps must reflect the professional image/brand of the District, its employees, and students. Web content, services, and apps must be consistent with the Board's mission statement and staff-created web content, services, and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

Student-created web content, services, and apps are subject to Policy 5722 ("School-Sponsored Student Publications and Productions").

The creation of web content, services, and apps by students must be done under the supervision of an instructional staff member.

The purpose of web content, services, and apps hosted by the Board on its servers, or servers approved by the Superintendent, is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services, and apps:

A. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may communicate information about the plans, policies, and operations of the Board to members of the public and other persons who may be affected by District matters.

The information contained on the Board's web site(s) should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services, and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AP 9700B, and State and Federal law.

Under no circumstances is District-created web content, services, or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the Board's web site may: (1) include statements or other items that support or oppose a candidate for public office; the investigation, prosecution, or recall of a public official; or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is staff member-created web content, services, or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified Student Information System, Gradebook, or Learning Management System for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, or Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates web content, services, or apps related to his/her class, it must be hosted on Board-owned servers or servers approved by the Superintendent.

Unless the web content, service, or app contains student personally identifiable information, Board web sites, services, and apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other web site users will generally be given full access to the Board's website(s), services, and apps.

Web content, services, and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services, and apps must be located on Board-owned servers, or servers approved by the Superintendent.

The Superintendent shall prepare administrative procedures defining the rules and standards applicable to the use of the Board's web site and the creation of web content, services, and apps by staff and students.

The Board retains all proprietary rights related to the design of web content, services, and apps that are hosted on Board-owned servers, or servers approved by the Superintendent, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's web site.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

The Board requires the **Director of Technology Services** pre-approve each web service and/or app that a teacher intends to use to supplement and enhance student learning. To be approved, the web service or app must have a Family Educational Rights and Privacy Act (FERPA)-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy and Protection Act (COPPA), the Children's Internet Protect Act (CIPA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act (ADA).

The Board further requires the use of a Board-issued e-mail address in the login process.

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F.S. 104.31(1)(a), 110.233(2), 110.233(4), 112.313(6), 1001.32(2), 1001.42
H.R. 4577
P.L. 106-554, Children's Internet Protection Act of 2000
People Against Tax Revenue Mismanagement v. County of Leon, 583 So. 2d
1373 (Fla. 1991); Commission on Ethics: In Re: Patty Lynch, Case No.
2068EC (1994)

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STUDENT NETWORK AND INTERNET RESPONSIBLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The District is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Code of Student Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network.

Users have no expectation of privacy in any communication sent or received by email, or in regard to the Internet, network access, or other electronic resources, materials stored on any School Board provided electronic device, material that is stored using any Board electronic device, or material that is stored on any personal electronic device that is connected to the Board network.

The District encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up to date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

~~First, and foremost, the District may not be able to technologically limit access, to services through the District's Internet connection, to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.~~

~~The District has implemented technology protection, utilizing software and hardware measures which monitor, block, and filter Internet access to visual displays that are obscene, child pornography, or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the School Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.~~

~~Pursuant to Federal law, students shall receive education about the following:~~

- ~~A. safety and security while using e mail, chat rooms, social media, and other forms of direct electronic communications;~~
- ~~B. the dangers inherent with the online disclosure of personally identifiable information;~~
- ~~C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online; and~~
- ~~D. unauthorized disclosure, use, and dissemination of personal information regarding minors.~~

~~Site Administrators/Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet, and will monitor students' online activities while at school.~~

~~Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.~~

~~All Internet users (and their parents if they are minors) are required to sign a written agreement annually, or at the time of enrollment to abide by the terms and conditions of this policy and its accompanying procedures.~~

~~Students and staff members are responsible for good behavior on the District's computers and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.~~

~~Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.~~

~~The use of these technology resources is a privilege, not a right. Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.~~

~~F.S. 1001.43, 1001.51
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
47 U.S.C. 254(h),(1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
20 U.S.C. 6777, 9134 (2003)
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
76 F.R. 56295, 56303~~

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STUDENT TECHNOLOGY RESPONSIBLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Board-owned technology resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Board's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Board-owned technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission and articulated expectations of student conduct as delineated in the Code of Student Conduct. This policy and its related administrative procedures and the Code of Student Conduct govern students' use of Board-owned technology resources and students' personal communication devices when they are connected to the Board's computer network, Internet connection, and/or online educational services/apps or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its technology resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Board-owned technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Board's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its technology resources, to only those services and resources that have been authorized for the

purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted procedures and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Board-owned technology resources, if such disabling will cease to protect against access to materials that are prohibited under the CIPA. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or the Assistant Superintendent for Technology and Assessment may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media,

and other forms of direct electronic communications;

- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and,
- D. un-authorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Board-owned technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of Board-owned technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying procedures.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District, with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using Board-owned technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for

behavior and communication apply. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.

Students may only use Board-owned technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Board-owned technology resources that are not authorized by this policy and its accompanying procedures.

The Board designates the Superintendent and the Assistant Superintendent for Technology and Assessment as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of Board-owned technology resources.

F.S. 1001.43, 1001.51

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h),(1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500 - 54.523

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STAFF NETWORK AND INTERNET RESPONSIBLE USE AND SAFETY

~~Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Network/Internet. The District is pleased to provide Network/Internet service to its staff. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Staff use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network.~~

~~Users have no expectation of privacy in any communication sent or received by email, or in regard to the internet, network access, or other electronic resources, materials stored on any School Board provided electronic device, material that is stored using any Board electronic device, or material that is stored on any personal electronic device that is connected to the Board's network.~~

~~The District encourages staff to utilize the Network/Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The District encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities.~~

~~It is not possible for the District to technologically limit student access to content that is available through the District's Network/Internet connection to only that content that has been previewed and approved by District staff for instruction, study, and research or for District business purposes.~~

~~The Board has, however, implemented the use of a Technology Protection Measure, which is a specific technology that is intended to protect against (e.g., filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the direction of the Board, the Technology Protection Measure has also been configured to protect against access to other material and/or websites considered inappropriate for students to access. The Technology Protection Measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the Technology Protection Measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure.~~

~~The District utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The Superintendent may disable the Technology Protection Measure to enable access for bona fide research or other lawful purposes.~~

~~Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:~~

~~A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;~~

~~B. the inherent danger of students disclosing personally identifiable information online;~~

~~C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and,~~

~~D. unauthorized disclosure, use, and dissemination of personal information regarding minors.~~

~~The disclosure of personally identifiable information about students online is prohibited.~~

~~Site Administrators/Principals are responsible for providing training so that Network/Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Network/Internet and will monitor student's online activities while at school. All Network/Internet users are required to sign an agreement annually or at the time of employment to abide by the terms and conditions of this policy and its accompanying procedures.~~

~~Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.~~

~~Staff members are responsible for good behavior on District's computers/network and the Network/Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Network/Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Network/Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.~~

~~Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Network/Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Network/Internet not authorized by this policy and its accompanying procedures. Furthermore, pursuant to State law, staff members shall not use the District's computer resources to knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. Any staff member who knowingly distributes any such material to a minor also commits a felony under State law, and is subject to disciplinary action up to and including termination.~~

~~Staff members shall not access social media for personal use on the District's network, but shall be permitted to access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.~~

~~An employee's personal or private use of social media, such as FaceBook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to engage in conduct that violates Board policies, the Code of Ethics of the Education Profession in Florida, The Principles of Professional Conduct for the Education Profession in Florida, or any other state or Federal laws, and may result in disciplinary action. This warning includes staff members' online conduct that occurs on school property including from the employee's computer.~~

~~Staff members retain the rights of communication per collective bargaining purposes and union organization activities.~~

~~Federal and State law forbids schools and their employees from using or disclosing student education records without parental consent. (See Policy 8330—Student Records) Posting personally identifiable information about students in any way on the Internet is, therefore, prohibited. Staff members, who violate State and Federal law, as well as Board policy, related to the disclosure of personally identifiable information about students might be disciplined. Further, Staff members who similarly violate State and Federal law, as well as Board policy, related to the disclosure of confidential employee information might also be disciplined.~~

~~F.S. 1001.41, 1012.32
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
47 U.S.C. 254(h),(1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
20 U.S.C. 6777, 9134 (2003)
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
76 F.R. 56295~~

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STAFF TECHNOLOGY RESPONSIBLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides technology and information resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The Board's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Board-owned technology and information resources by principles consistent with applicable local, State, and Federal laws and the District's educational mission. This policy and its related administrative procedures and any applicable employment contracts and collective bargaining agreements govern the staff's use of the Board-owned technology and information resources and staff's wireless communication devices when they are connected to the Board's computer network, Internet connection, and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its technology resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Board-owned technology and information resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Board's computer network and/or Internet connection).

Staff members are expected to utilize Board-owned technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 - Selection of and Adoption of Instructional Materials.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, Board-owned technology resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it certain unique challenges and responsibilities.

First, the Board may not be able to technologically limit access, through its technology resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Board-owned technology resources, if such disabling will cease to protect against access to materials that are prohibited under the CIPA. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or the Assistant Superintendent for Technology and Assessment may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or the Assistant Superintendent for Technology and Assessment may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and
- D. un-authorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Board-owned technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of Board-owned technology resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying procedures.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other staff members.

With prior approval from the Superintendent or Site Administrator, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using Board-owned technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.

Staff members may only use Board-owned technology resources to access or use social media if it is done for educational or business-related purposes.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Board-owned technology and information resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Assistant Superintendent of Technology and Assessment as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to staff members' use of Board-owned technology and information resources.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to engage in conduct that violates Board policies, the Code of Ethics of the Education Profession in Florida, the Principles of Professional Conduct for the Education Profession in Florida, or any other state or Federal laws, and may result in disciplinary action. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent (see Policy 8330). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

F.S. 847.012, 1001.41, 1012.32
P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h),(1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as
amended (2003)
20 U.S.C. 6777, 9134 (2003)
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
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ELECTRONIC MAIL

~~The School Board is committed to the effective use of electronic mail by all employees of the District in conduct of their official duties. The intent is to assist employees in using electronic messages. It is not meant to limit or discourage the use of electronic mail for conducting business. Rather, it is to establish a framework for the proper use of electronic mail as an official business tool.~~

~~As required by State law, the following statement shall be posted in a conspicuous location on the District's website:~~

~~—"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail regarding official business to the District or any of its employees. Instead, contact the District or individual employee by phone or in writing."~~

~~The District complies with all Federal and State laws pertaining to electronic mail. State and Federal law exempts certain documents and information within documents from disclosure, no matter what their form. Before electronic mail is released pursuant to a public records request, all exempt information in it must be redacted.~~

~~The Board does not authorize the use of its proprietary computers and computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent from the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is not authorized by the District and is prohibited by Part III of Chapter 668 of State law. Similarly, e-mail that is relayed from any third party's mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network, and is prohibited by Part III of Chapter 668 of State law. Further, the District does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail.~~

~~The District reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the District's network. The District's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of District rights.~~

~~Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender.~~

~~Further, the Board prohibits adults from knowingly distributing to minors any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format through e-mail sent, or caused to be sent, to or through the District's network. An adult who knowingly distributes any such material to a minor through e-mail sent or caused to be sent, to or through the District's network also commits a felony under State law, and is subject to disciplinary action up to and including termination.~~

~~F.S. 119.011, 257.05, 668.60 et seq., 668.701 et seq., 847.012~~

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DISTRICT-ISSUED STAFF E-MAIL ACCOUNT

The School Board is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy and any corresponding procedures are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents, and community members.

As required by State law, the following statement shall be posted in a conspicuous location on the Board's website:

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail regarding official business to the District or any of its employees. Instead, contact the District or individual employee by phone or in writing."

The District complies with all Federal and State laws pertaining to electronic mail. State and Federal law exempts certain documents and information within documents from disclosure, no matter what their form. Before electronic mail is released pursuant to a public records request, all exempt information in it must be redacted.

When available, the Board's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the Board's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. District staff members are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the Board's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff members shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the site administrator. Mass emails intended for employees outside the staff member's assigned school/site and any emails intended for all District employees must be approved and forwarded out by the superintendent's office.

District staff members may join Listserv's or other e-mail services (e.g., RSS feeds) that pertain to their responsibilities in the District, provided these Listserv's or other e-mail services do not exceed the staff member's e-mail storage allotment. If a staff member is unsure whether s/he has adequate storage or should subscribe to a Listserv or RSS feed, s/he should discuss the issue with his/her building IT staff.

The Director of Technology Services is authorized to block e-mail from Listserv's or e-mail services if the e-mails received by the staff member(s) become excessive

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 – Information Management), and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the IT staff.

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff members and Board members may be public records if their content concerns District business or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records must be maintained pursuant to Policy 8330 – Student Records. Finally, e-mails may constitute electronically stored information ("ESI") that may be subject to a litigation hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to District staff members and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business or education records if their content includes personally identifiable information about a student. Consequently, staff members shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records and e-mails that are subject to a litigation hold shall be retained. The District maintains archives of all e-mails sent and/or received by users of the Board's e-mail service. Staff members are required to forward copies of any work or District related e-mails received in their personal e-mail account(s) not affiliated with the Board's server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

Unauthorized E-mail

The Board does not authorize the use of its technology resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail.

The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Further, the Board prohibits adults from knowingly distributing to minors any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format through e-mail sent, or caused to be sent, to or through the Board's network. An adult who knowingly distributes any such material to a minor through e-mail sent, or caused to be sent, to or through the Board's network also commits a felony under State law, and is subject to disciplinary action to and including termination.

Authorized Use and Training

Pursuant to Policy 7540.04, staff members and Board members using the Board's e-mail system shall acknowledge their review of, and intent to comply with, the Board's policy on responsible use and safety by signing and submitting Form 7540.04 F1 annually.

Furthermore, staff members and Board members using the Board's e-mail system shall satisfactorily complete training, pursuant to Policy 7540.04, regarding the proper use and retention of e-mail annually.

F.S. 119.011, 257.05, 668.60 et seq., 668.701 et seq., 847.012

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NEW POLICY

DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding procedures serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the Board's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the Board's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the site administrator.

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the e-mails received from the list serves or other e-mail services do not exceed the students' individual e-mail storage allotment. If a student is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or Information Technology staff. The Director of Technology Services is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

Unauthorized E-mail

The School Board does not authorize the use of its technology resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail.

The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03, students using the Board's e-mail system shall acknowledge their review of, and intent to comply with, the Board's policy on responsible use and safety by signing and submitting Form 7540.03 F1, annually.

Furthermore, students using the Board's e-mail system shall satisfactorily complete training, pursuant to Policy 7540.03, regarding the proper use of e-mail, annually.

ACCESS TO TECHNOLOGY RESOURCES FROM
PERSONAL COMMUNICATION DEVICES

~~District School Board members, employees, students, as well as contractors, vendors, and/or agents of the District may use their personal communication devices to wirelessly access the District's technology resources (guest or business networks, servers, printers, smart boards, etc.) while they are on site at any District facility.~~

~~For purposes of this policy, a "personal communication device" includes computers, tablets, (i.e. iPad like devices), electronic readers or e readers (i.e. Kindle like devices), cell phones, smartphones, and/or other web-enabled devices of any type.~~

~~Access to the business/guest network shall require authentication.~~

~~Furthermore, if the user will access the District's technology resources (networks, servers, printers, smart boards, etc.) through a hard wired connection, the user's PCD must first be checked by the Information Technology Department to determine that the device meets the established standards for equipment used to access the District's technology resources.~~

~~The Information Technology Department is charged with developing the necessary standards for connecting to the District's technology resources (e.g., servers, networks, printers, projectors, smart boards, etc.). Access to these standards for connecting to the District's technology resources using a personal communication device of any type shall be provided upon request for all to whom this policy applies.~~

~~The use of personal communication devices must be consistent with the established standards for appropriate use as defined in Policy 7540.03 Student Network and Internet Responsible Use and Safety and Policy 7540.04 Staff Network and Internet Acceptable Use and Safety, and Policy 7530.01 Staff Use of Wireless Communication Devices. When an individual connects to and uses the District's technology resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the District's technology resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s).~~

~~In order to comply with the Children's Internet Protection Act ("CIPA"), the Board utilizes technology protection measures that protect against (e.g., filter or block") access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.~~

~~Any user who violates the established standards and/or the Board policies identified above, or who accesses the District's technology resources without authorization may be denied access to the District's technology resources. If a contractor, vendor or agent of the District commits the violation, the contract may be subject to cancellation. Further, disciplinary action may be taken if a student or employee commits the violation.~~

~~The owner of a PCD bears all responsibility and assumes all risk for loss, damage or misuse of said property while it is on Board property. This provision applies, without limitation, to students, employees, contractors, vendors, agents, invitees, visitors, and trespassers.~~

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**ACCESS TO BOARD-OWNED TECHNOLOGY AND/OR INFORMATION
RESOURCES FROM WIRELESS COMMUNICATION DEVICES**

The School Board provides both a business network and a guest network. The business network is a secure network for the conduct of official District business. Access to the business network requires prior approval and authorization by the District. The guest network is a CIPA-compliant non-secured network provided for use by students, contractors, vendors, and other visitors while on school property. Only Board-approved communication devices and authorized users may access the business network. Any non-Board-approved communication devices or non-authorized users must be pre-approved by the Superintendent.

The School Board permits employees, students, Board members, guests, as well as contractors, vendors, agents, to use their WCDs (as defined in Bylaw 0100) to wirelessly access the Board's technology resources (see definition in Bylaw 0100) and/or information resources (as defined in Bylaw 0100) while they are on-site at any District facility. Access to the business/guest network shall require authentication.

The Director of Technology Services is charged with developing the necessary standards for connecting WCDs to the Board's technology resources and information resources the standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of confidential data/information, illegal access to confidential data/information, damage to the Board's intellectual property, damage to the District's public image/reputation, and damage to the Board's critical internal systems, from unauthorized use.

The use of WCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AP 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AP 7540.04 - Staff Technology Acceptable Use and Safety, Policy 5136 and AP 5136 - Wireless Communication Devices, and Policy 7530.02 – Staff Use of Personal Communication Devices. When an individual connects to and uses the Board's technology and/or information resources, s/he must agree to abide by all applicable policies, administrative procedures, and laws and regulations (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the Board's technology and/or information resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s).

**THE SCHOOL BOARD OF
INDIAN RIVER COUNTY**

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In order to comply with the Children's Internet Protection Act ("CIPA"), the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors.

Any user who violates the established standards and/or the Board's acceptable use policy, or who accesses the Board's technology and/or information resources without authorization may be prospectively denied access to the Board's technology and/or information resources. If the violation is committed by a contractor, vendor, or agent of the District, the contract may be subject to cancellation. Further, disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a WCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

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UTILIZATION OF THE DISTRICT'S WEBSITE AND REMOTE ACCESS
TO THE DISTRICT'S NETWORK

~~Access to the District's Website (www.indianriverschools.org) is encouraged.~~

~~The School Board encourages employees, parents, students, and community members to check the District's website regularly for changes to resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user name and password, or login procedure, is necessary to access a resource, information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.~~

~~Access to the District Network through Server~~

~~Board members, District employees, students, as well as contractors, vendors, and/or agents of the District, are permitted to use their personally owned or District-owned computer or workstation and/or web-enabled devices of any type to remotely (i.e. away from District property and facilities) access the District's authorized servers and thereby connect to the District's Network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources and completing assigned coursework.~~

~~Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:~~

~~A. his/her device computer/device must have, at the minimum, the anti-virus software specified in the District's standards for remote access and connection~~

~~B. the individual may only access the Network using his/her assigned user name and password~~

~~The individual must not allow other persons, including family members, to use his/her user name and password to login into the Network. The user may not go beyond his/her authorized access.~~

1 C. ~~his/her device may not be connected to any other network at the~~
2 ~~same time s/he is connected to the Network, with the exception of~~
3 ~~personal networks that are under the complete control of the user or~~
4 ~~a public network (such as a public library, hotel), as long as the~~
5 ~~connection is established via a secure VPN~~

6 D. ~~the individual may not access non-District e-mail accounts (e.g.~~
7 ~~Hotmail, Gmail, Yahoo, AOL, and the like) or other external~~
8 ~~resources while connected to the Network~~

9 E. ~~his/her device may not, at any time while the individual is using~~
10 ~~remote access to connect to the Network, be reconfigured for the~~
11 ~~purpose of split tunneling or dual homing~~

12 F. ~~use of the Network is contingent upon the individual abiding by the~~
13 ~~terms and conditions of the District's Network and Internet~~
14 ~~Responsible Use and Safety policy and procedures~~

15
16 ~~Users may be required to sign the applicable agreement form~~
17 ~~(Form 7540.03 F1 or Form 7540.04 F1) prior to being permitted to~~
18 ~~use remote access.~~

19 ~~Additional standards and regulations for remotely accessing and connecting to the~~
20 ~~District network shall be developed and published in AP 7543—Standards and~~
21 ~~Regulations for Remote Access and Connection.~~

22 ~~Any user who violates this policy may be denied remote access and connection~~
23 ~~privileges.~~

24 ~~Any employee who violates this policy may be disciplined, up to and including~~
25 ~~termination; any contractor, vendor, and/or agent who violates this policy may have~~
26 ~~his/her contract with the District terminated; and any student who violates this~~
27 ~~policy may be disciplined up to and including suspension or expulsion.~~

28 ~~© NEOLA 2010~~

UTILIZATION OF THE BOARD'S WEBSITE AND REMOTE ACCESS
TO THE BOARD'S NETWORK

Parents, students, staff members/employees, and community members are encouraged to access the Board's website (www.indianriverschools.org).

The following resources are available on the Board's website:

[links to school websites](#)

[school/District departments](#)

[calendars](#)

[student gradebook](#)

[School Board agendas and minutes](#)

[employment and volunteer opportunities](#)

[contact information](#)

Parents, students, staff members/employees, and community members should check the Board's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user name and password, or logon procedure, is necessary to access a resource, the user should contact the applicable school or department for access.

Access to the Board's Network through a Server

Board members, District employees, charter school employees, students, as well as contractors, vendors, agents of the District, are permitted to use their personally-owned or Board-owned computer or workstations and/or web-enabled devices of any type to remotely (i.e., away from District property and facilities) access the Board's server and thereby connect to the Board's network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources and completing assigned coursework.

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

his/her computer/device must have active on it an anti-virus program with the latest updates from the manufacturer

the individual may only access the network using his/her assigned user name and password

The individual is prohibited from allowing other persons, including friends and family members, to use his/her user name and password to logon to the network. The user may not go beyond his/her authorized access.

his/her device may not be connected to any other network at the same time

his/her device is connected to the network, with the exception of personal networks that are under the complete control of the user

his/her device may not, at any time while the individual is using remote access to connect to the network, be reconfigured for the purpose of connecting to another (an additional) network, use of the network, whether connected directly or remotely, is contingent upon the individual abiding by the terms and conditions of the Board's Technology Acceptable Use and Safety policies and procedures

Users are required to sign the applicable agreement form (Form 7540.03 F1 or Form 7540.04 F1) prior to being permitted to use remote access.

Additional standards and regulations for remotely accessing and connecting to the Board's network shall be published in AP 7543 - Standards and Regulations for Remote Access and Connection.

Any user who violates this policy may be denied remote access and connection privileges.

Any employee who violates this policy may be disciplined, up to and including termination; any contractor, vendor, and/or agent who violates this policy may have his/her contract with the Board terminated; any charter school employee who violates this policy may have his/her access terminated; and any student who violates this policy may be disciplined up to and including suspension or expulsion.

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NEW POLICY

INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/Information collected by the District shall be classified as confidential, controlled, or published. Data/Information will be considered controlled until identified otherwise.

Protecting information resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the Board's data/information secure. This includes School Board members, staff members/employees, students, parents, contractors/vendors, visitors, and other authorized users who use Board-owned technology resources (as defined in Bylaw 0100) and information resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to confidential data/information retained by the District must certify annually that they will comply with the information security protocols pertaining to confidential data/information. Completing the Staff Technology Responsible Use and Safety form (Form 7540.04 F1), which may be done electronically, shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, visitors, and other authorized users who have access to Board-owned or managed data/information must maintain the security of that data/information and the Board technology resources on which it is stored.

If an individual has any questions concerning whether this policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Director of Technology Services.

The Superintendent shall develop administrative procedures that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District data/information.

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the Board's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors, and other authorized users who require access to confidential data/information collected and retained by the District will be informed of relevant Board policies that govern access to and use of information resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this policy and its related administrative procedures may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative procedures promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this policy and/or associated procedures will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/Vendors, and other authorized users who violate this policy and/or associated procedures may face termination of their business relationships with and/or legal action by the Board. Parents and visitors, and other authorized who violate this policy and/or associated procedures may be denied access to the Board's technology resources.

The Superintendent shall conduct an annual assessment of risk related to the access to and security of the data/information collected and retained by the District.

policy

THE SCHOOL BOARD OF INDIAN RIVER COUNTY

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1 WELLNESS

2 As required by law, the School Board establishes the following wellness policy for the
3 School District.

4 The Board recognizes that good nutrition and regular physical activity affect the
5 health and well-being of the District's students. Furthermore, research suggests
6 that there is a positive correlation between a student's health and well-being and
7 his/her ability to learn. Moreover, schools can play an important role in the
8 developmental process by which students establish their health and nutrition habits
9 by providing nutritious meals and snacks through the schools' meal programs, by
10 supporting the development of good eating habits, and by promoting increased
11 physical activity both in and out of school.

12 The Board, however, believes this effort to support the students' development of
13 healthy behaviors and habits with regard to eating and exercise cannot be
14 accomplished by the schools alone. It will be necessary for not only the staff, but
15 also parents and the public at large to be involved in a community-wide effort to
16 promote, support, and model such healthy behaviors and habits.

17 The Board sets the following goals in an effort to enable students to establish good
18 health and nutrition habits:

19 A. Nutrition Education

- 20 1. Nutrition education shall be included in the sequential,
21 comprehensive Health curriculum in accordance with the
22 curriculum standards and benchmarks established by the
23 State.
- 24 2. Nutrition education shall extend beyond the classroom by
25 engaging and involving the school's food service staff and
26 community-based services.
- 27 3. Nutrition education posters, such as the New Meal Pattern
28 Basics, will be displayed in the cafeteria.

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THE SCHOOL BOARD OF INDIAN RIVER COUNTY

OPERATIONS

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- 1 4. The school cafeteria shall serve as a learning lab by allowing
2 students to apply the knowledge, attitudes, and skills taught
3 in the classroom when making choices at mealtime.

4 B. Physical Activity

5 1. Physical Education

6
7 A sequential, comprehensive physical education program
8 (including physical activities) shall be provided for students
9 including those with disabilities, special health care needs,
10 and in alternative educational settings (to the extent
11 consistent with students' IEPs), in accordance with the
12 standards and benchmarks established by the State.

13 2. Physical Activity

14
15 Physical activity and movement shall be integrated, when
16 possible, across the curricula and throughout the school day.

17 C. Other School-Based Activities

18 1. The schools shall schedule mealtimes so there is minimum
19 disruption by bus schedules, recess, and other special
20 programs or events.

21 2. The school shall provide attractive, clean environments in
22 which the students eat.

23 3. Schools in our system utilize electronic identification and
24 payment systems, therefore, eliminating any stigma or
25 identification of students eligible to receive free and/or
26 reduced meals.

27 4. A wellness committee shall exist at each work site to research
28 and implement best practices for student and staff wellness
29 at that location.

30 Furthermore, with the objectives of enhancing student health and well-being, and
31 reducing childhood obesity, the following guidelines are established:

32 A. In accordance with Policy 8500, entitled Food Service, the food
33 service program shall comply with Federal and State regulations

policy

THE SCHOOL BOARD OF INDIAN RIVER COUNTY

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- 1 pertaining to the selection, preparation, consumption, and disposal
- 2 of food and beverages as well as to the fiscal management of the
- 3 program.
- 4 B. The sale of foods of minimal nutritional value in the food service
- 5 area during the lunch period is prohibited.
- 6 C. As set forth in Policy 8531, entitled Free and Reduced Price Meals,
- 7 the guidelines for reimbursable school meals are not less restrictive
- 8 than the guidelines issued by the U.S. Department of Agriculture
- 9 (USDA).
- 10 D. The food service program will strive to be financially self-supporting;
- 11 however, if it is necessary to subsidize the operation, it will not be
- 12 through the sale of foods with minimal nutritious value.
- 13 E. The food service program will provide all students affordable access
- 14 to the varied and nutritious foods they need to be healthy and to
- 15 learn well.
- 16 F. All foods available on campus during the school day shall comply
- 17 with the current USDA Dietary Guidelines for Americans, including
- 18 competitive foods that are available to students a la carte in the
- 19 dining area, as classroom snacks, from vending machines, for
- 20 classroom parties, or at holiday celebrations.
- 21 G. All food items and beverages available for sale to students for
- 22 consumption on campus between midnight and sixty (60) minutes
- 23 after the close of the regular school day shall comply with the
- 24 current USDA Dietary Guidelines for Americans, including, but not
- 25 limited to, competitive foods that are available to students a la carte
- 26 in the dining area, as well as food items and beverages from vending
- 27 machines, from school stores, or as fund-raisers by student clubs
- 28 and organizations, parent groups, or boosters clubs.
- 29 H. The school food service program may involve students, parents,
- 30 staff, and/or school officials in the selection of competitive food
- 31 items to be sold in the schools.
- 32 I. The school shall prepare and distribute to staff, parents, and
- 33 after-school program personnel a list of snack items that comply
- 34 with the current USDA Dietary Guidelines for Americans.

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1 J. The food service program shall be administered by a director who is
2 properly qualified, certificated, licensed, or credentialed, according
3 to current professional standards.

4 K. All food service personnel shall receive pre-service training in food
5 service operations.

6 L. Continuing professional development shall be provided for all staff of
7 the food service program.

8 The Superintendent has the operational responsibility for measuring and evaluating
9 the District's implementation and progress under this policy.

10 The superintendent shall assign members of an ad hoc committee to review this
11 policy annually and recommend changes to the superintendent. The committee
12 shall include representatives of the administration, the food and nutritional services
13 department, parents, students and the public. After measuring and evaluating the
14 progress toward achieving the goals set forth herein and reviewing the changes from
15 the committee, the superintendent shall submit to the board on an annual basis a
16 summary of the evaluation and any recommended changes to this policy.

The contents of this policy shall be communicated annually to all personnel whose
job responsibilities relate directly to students.

17 42 U.S.C. 1751 et seq.
18 42 U.S.C. 1771 et seq.
19 F.S. 1001.41, 1001.42, 1001.43, 1006.06, 1006.0605, 1006.0606
20 F.A.C. 6A-7.0411

21 Revised 3/4/14
22 Revised 3/24/15
23 Revised 4/12/16
24

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**THE SCHOOL BOARD OF
INDIAN RIVER COUNTY**

COMMUNITY RELATIONS
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1 COMPLAINT PROCEDURES RELATED TO ALLEGED DISCRIMINATION
2 REGARDING ACCESSIBILITY OF DISTRICT FACILITIES

3 If a volunteer, visitor or guest believes that s/he has been discriminated against on
4 the basis of his/her disability regarding accessibility to District facilities, the person
5 may utilize the following complaint procedures as a means of reaching, at the lowest
6 possible administrative level, a prompt and equitable resolution of the matter.

7 The following person(s) is/are designated as the District's Compliance Officers
8 ("DCO"):

9 Name/Title: Executive Director of Human Resources
10 Executive Director of Exceptional Student Services

11 Address: 6500 57th Street
12 Vero Beach, Florida 32967

13 Phone: 772-564-3000

14 Fax: 772-569-2360

15 Building principals shall serve as Building Section 504/ADA Compliance Officer(s)
16 ("Building Compliance Officers").

17 A person who has a complaint about District facilities or services may register such
18 complaint with the Building Compliance Officer and/or District Compliance Officer.

19 Such complaints should be filed in writing within thirty (30) calendar days of the
20 circumstances or event giving rise to the complaint. Use of the complaint procedure
21 is not a prerequisite to the pursuit of other remedies, including the filing of a
22 complaint with the U.S. Department of Education's Office for Civil Rights.

23 A. The written complaint must contain the following information:

24 1. Name(s) of person(s) filing complaint.

25 2. Whether the person(s) represents an individual or group.

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THE SCHOOL BOARD OF INDIAN RIVER COUNTY

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3. Whether the person(s) making the complaint has discussed the problem with the Building Compliance Officer and/or the District Compliance Officer.

4. A written summary of the complaint and a proposed solution.

B. The Building Compliance Officer or the District Compliance Officer will conduct an impartial investigation and will respond to the complaint within five (5) business days. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint.

C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the Superintendent, who will respond within ten (10) business days.

D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the School Board. The Board will consider the complaint and respond within forty (40) calendar days.

OCR Complaint

At any time, if a member of the public believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act, as amended ("ADA"), the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), and/or any other State or Federal agencies responsible for investigating complaints of discrimination.

The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center, Suite ~~19T70~~19T10
61 Forsyth Street S.W.

policy

THE SCHOOL BOARD OF INDIAN RIVER COUNTY

COMMUNITY RELATIONS
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Atlanta, Georgia 30303-~~8909~~8927
Telephone: (404) 974-9406
FAX: (404) ~~562-7881~~974-9471
TDD: (404) 562-7884
E-mail: OCR.atlanta@ed.gov
Web: <http://www.ed.gov/ocr>

The FCHR can be reached at:

Florida Commission on Human Relations
2009 Apalachee Parkway, Suite 100
Tallahassee, FL 32301
Phone: (850) 488-7082
Toll-Free: (800) 342-8170
Fax: (850) 488-5291
The Florida Relay Service Voice (statewide) 711
TDD ASCII: (800) 955-1339
TDD Baudot: (800) 955-8771
E-mail: fchrinfo@fchr.myflorida.com
Website: <http://fchr.state.fl.us>

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.

Technical Change 1/14/16

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NEW POLICY

VOLUNTEERS

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

The Superintendent is responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. The Superintendent shall develop procedures in accord with this policy which must include, but not be limited to, requirement that each volunteer who may be expected to assume responsibility for the health, safety and welfare of students have a clear understanding of Florida law and District rules, policies and regulations relevant to the volunteer's responsibilities.

Application and Background Check

Prospective volunteers must complete an application and background check.

Volunteer applicants are subject to a background check against the Florida Department of Law Enforcement (FDLE) sexual predator/sex offender registry.

Volunteer applicants who will work with students in an unsupervised manner (out of sight or hearing of supervising staff) are required to pass a Level 2 criminal background screening.

All volunteers/chaperones on any school-sponsored trip, including overnight and day trips, must pass a Level 2 criminal background screening.

The Superintendent may require a Level 2 criminal background screening for any other situation or activity deemed appropriate.

If a criminal records check is conducted, it will be at the volunteer's expense. However, if the volunteer demonstrates financial hardship, a

school source may be used to offset the expense if resources are available

The volunteer application shall require that the applicant disclose if s/he has ever been convicted or had adjudication withheld in a criminal offense, other than a minor traffic violation, or if any criminal charges are pending. For purposes of this policy, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld. (F.S. 943.0435)

An applicant who is found through background screening to be included in the FDLE sexual offender/predator registry or who has been convicted of any crime involving moral turpitude, as defined by rule of the State Board of Education, or otherwise found ineligible for employment under F.S. 1012.315, shall not be approved as a volunteer in any position that requires direct contact with students.

The Principal at each school shall be responsible for approving or denying applications.

Duty to Report Known or Suspected Cases of Child Abuse, Abandonment, or Neglect

All volunteers must abide by Board Policy 8462 – Student Abuse, Abandonment, and Neglect and are required to review it during the application process.

Duties

Duties assigned to school volunteers shall be consistent with Florida law and State Board of Education rules. Volunteers must agree to abide by all Board policies and District guidelines while on duty as a volunteer, including signing, if appropriate, the District's Technology Access Agreement Forms. The Principal shall be responsible for assigning duties of school volunteers.

The Superintendent shall inform all volunteers who work or apply to work with children on a regular basis of the need to display appropriate behavior at all times.

Volunteers shall always be under the supervision of a teacher or other staff member, depending on assignment, and shall not provide direct instruction to students or spend unsupervised time with students.

Volunteers shall not:

- A. establish instructional objectives.
- B. make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.
- C. make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.
- D. make judgments regarding the attainment of instructional objectives, unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).

Confidential Information

Volunteers shall maintain strict confidentiality of all school or classroom information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to personally identifiable student information only with approval of the Principal and to the extent necessary to fulfill an assigned activity that would otherwise be performed by a District employee. Volunteers must have a legitimate educational interest in order to access student information.

Legal Protection

Pursuant to Florida law, a school volunteer who has been duly approved by the Superintendent shall incur no civil liability for any act or omission by the volunteer that results in personal injury or property damage if the volunteer was acting in good faith within the scope of the official duties performed under such volunteer service; the volunteer was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and the injury or damage was not caused by any wanton or willful misconduct on the part of the volunteer in the performance of their volunteer duties.

Removal of Volunteers

Volunteers are expected to conduct themselves in a professional manner. Volunteers who act unprofessionally, fail to abide by Florida law and/or Board policies, or otherwise act in a manner contrary to the expectations of an employee of this District may be removed as an approved volunteer by the Principal. Volunteers who fail to fulfill their duties may also be removed by the Principal.

Workers' Compensation Coverage

Volunteers will be covered by the District's workers' compensation insurance policy. All volunteers must sign in when arriving on school grounds and sign out when leaving school grounds. Failure to do so may result in a denial of workers' compensation insurance coverage.

Records

The Superintendent will require that accurate records be maintained of volunteer hours of service, duties and training.

F.S. 435.04, 768.1355, 943.0435, 1001.41, 1001.42, 1001.43(5), 1002.23

F.S. 1012.01(5), 1012.27, 1012.315

F.A.C. 6A-10.083, *Standards Relating to Gross Immorality and Acts of Moral Turpitude*

20 U.S.C. 1232g, *Family Educational Rights and Privacy Act*

34 C.F.R. 99.31

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1 **RELATIONS WITH SPECIAL INTEREST GROUPS**

2 Any request from civic institutions, charitable organizations, or special interest
3 groups which involve such activities as patriotic functions, contests, exhibits, sales
4 of products to and by students, sending promotional materials home with students,
5 graduation prizes, fund raising, and free teaching materials must be carefully
6 reviewed to ensure that such activities promote student interests.

7 It is the policy of the School Board that students, staff members, and District
8 facilities not be used for promoting the interests of any nonschool agency or
9 organization, public or private, without the approval of the Board or its designee;
10 and any such approval, granted for whatever cause or group, shall not be construed
11 as an endorsement of said cause or group by this Board.

12 Pursuant to State law, a person or group may not accept a donation of public funds
13 from the District, or any person acting on behalf of the District, for a political
14 advertisement or electioneering communication concerning an issue, referendum, or
15 amendment, including any State question, that is subject to a vote of the electors.

16 A. **Political Interests**

17 All materials or activities proposed by outside political sources for
18 student or staff use or participation shall be reviewed by the
19 Superintendent on the basis of their educational contribution to
20 part or all of the school program, benefit to students, and no such
21 approval shall have the primary purpose of advancing the special
22 interest of the proposing group.

23 The Board shall not permit the use of any type of educational
24 material, program, or equipment in its curricular, co-curricular, or
25 extra-curricular activities or at any time during the school day if
26 such materials, programs, or equipment contain partisan political or
27 commercial messages. Instructional staff may, however, utilize
28 political materials or those provided by special interest-groups in
29 adopted courses of study with the approval of the principal.

30 The Board shall permit school organizations and/or school-affiliated
31 groups to sell space in District facilities, on District property, or in
32 District publications for the express purpose of advertising the
33 products or services of a commercial organization, providing the
34 content of such advertisements and the manner of their
35 presentation has been approved by the Superintendent and is in
36 compliance with the District's administrative procedures.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the District.

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. involve any direct cost to the District;
4. interrupt the regular school program;
5. cause the participants to leave the School District, unless:
 - a. the Board's Policy 2340 - Field and Other District-Sponsored Trips - has been complied with in all aspects;
 - b. the parents of a minor student have granted their permission.

C. Distribution/Posting of Literature

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall develop administrative procedures that:

1. establish criteria to be used to make a decision whether or not to permit the distribution or posting of material by students;
2. address the distribution or posting of materials that employees wish to distribute or post on behalf of an employee organization in compliance with the terms of negotiated collective bargaining agreements;

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3. prohibit the use of the District or the school mail system by the community, students, or staff for distribution of nonschool-related materials unless authorized by the Superintendent;

4. prohibit the distribution of materials from any profit-making organization to students to take home to their parents;

5. permit flyers and notices from outside non-profit organizations to be made available for students to pick-up at the literature distribution rack/table by the school building's office, under the following circumstances:

a. the flyer/notice publicizes a specific community activity or event that is age-appropriate for the students that attend the school;

b. if the event or activity is religious in nature, the flyer may not contain a proselytizing message (i.e., a message that promotes and/or advocates the benefits of the specific religion);

c. the organization submits the number of copies of the flyer that it wants placed in the literature distribution rack/table;

d. the organization shows the Superintendent its 501(C)(3) or other proof of non-profit status, and the principal confirms that the flyer/notice does not overtly advocate or entice support for any religious organization;

No student shall be required to take any of the flyers/notices placed in the literature/distribution rack/table, and the rack/table shall contain a clear notice that the Board does not support or endorse any of the organizations and/or activities/events identified in the flyers/notices.

6. the time, place, and manner of restrictions concerning the distribution of all nonschool-related materials.

D. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

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Permission to solicit funds will be granted only to those organizations, ~~or~~ individuals, or staff members who meet the permission criteria established in the District's administrative procedures. Solicitation must take place at such times and places and in such a manner as specified in the administrative procedures. In accordance with Board Policy 5830, no District student may participate in the solicitation without the Superintendent's approval.

1. The Board disclaims all responsibility for the protection of, or accounting for, such funds.

2. This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

3. Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the

(X) Superintendent.

4. Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(X) of the Superintendent.

All crowdfunding activities are subject to the procedures/guidelines in AP 6605.

E. Prizes/Scholarship

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these procedures be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent.

F. Surveys and Questionnaires

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

Students shall not be required to complete surveys to provide marketing information to vendors, or distribute to vendors any personal information of students, including but not limited to names, addresses, and telephone numbers, except as may be required by law. In addition, the District shall not enter into any contract for products or services, including electronic media services, where personal information will be collected from students by the providers of the services.

See also Policy 2416 and AP 2416.

F.S. 1013.10

Revised 3/4/14

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CHARTER SCHOOLS

2 F.S. 1002.33 ~~gives~~ empowers the School Board with oversight responsibility for all
3 charter schools situated within Indian River County. The Board designates the
4 Superintendent to receive and review
5 all charter applications. The Superintendent shall recommend to the Board the
6 approval or denial of each charter application and charter contract as required by
7 State law. The Board shall have final authority, by majority vote, to approve or deny
8 any application and charter contract.

9 Approved charter schools are public schools and shall receive goods and services from
10 the Board as required by law and/or specified through a contract with the Board.

11 If approved, the initial charter shall be for a term of four (4) or five (5) years. The
12 Board may renew charters under the conditions and for terms as set forth in State
13 law.

14 In addition, a charter school that satisfied the requirements set forth in State law for
15 designation as a high-performing charter school may receive a modification of its term
16 to fifteen (15) years or a fifteen year (15-year) charter renewal. The charter may be
17 modified or renewed for a shorter term at the option of the high-performing charter
18 school.

19 The Board shall enter into a charter with a charter operator and the focus is on three
20 (3) areas of charter school operation: academic accountability, fiscal management,
21 and governance. The Board, as sponsor, shall perform the duties provided in F.S.
22 1002.33.

23 Student academic achievement for all students is the most important factor when
24 determining whether to renew or terminate a charter. Additionally, ~~T~~the Board has
25 the right to non-renew or terminate any charter if the charter school:

26 A. fails to participate in the State's education accountability system
27 created in F.S. 1008.31, or fails to meet the requirement for student
28 performance as specified in the charter;

29 B. fails to meet generally accepted standards of fiscal management;

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- 1 C. violates the law;
- 2 D. materially breaches the charter, as described in State law; and/or
- 3 E. for other good cause shown.

4 **Application Procedure**

5 Potential applicants should send letters notifying the Board of their intent to submit
6 an application to ~~sponsor~~open a public charter school not later than July 1st. Such
7 correspondence should be directed to the office of the Superintendent.

8
9 Failing to send the letter of intent will in no way negatively impact the application-a
10 potential sponsor's application.

11 A. Draft Charter School Applications

Applicants may submit a draft charter school application on or before May 1st with an application fee of \$500.00. If a draft application is submitted by May 1st, the Board will review and provide feedback as to material deficiencies in the application by July 1st. The applicant shall then have until August 1st to resubmit a review and final application. The Board may approve the draft application.

B. Final Charter School Application

Final applications for a public charter school that are to be opened at the beginning of the District's next school year, or to be opened at a time agreed to by the application and the District, will be accepted no later than 5:00 p.m., on the submission deadline of August 1st, or before. If the submission deadline falls on a non-business day, the deadline shall be postponed to 5:00 p.m. on the next business day. Applications may be mailed or hand delivered but receipt by the Board must be on or before the deadline.

~~Applications for a public charter school will be accepted no later than 5:00 p.m. on the submission deadline of August 1st, or before. If the submission deadline falls on a non-business day, the deadline shall be postponed to 5:00 p.m. on the next business day. Applications may be mailed or hand delivered but receipt by the Board must be on or before the deadline.~~

17 The following pertains to the submission of an application:

- 18 1A. An individual, teachers, parents, a group of individuals, a
19 municipality, or a legal entity organized under the laws of this State

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1 anticipating submission of an application are urged to contact the
2 District assigned charter school liaison for assistance prior to
3 completion of an application.

4 2B. Charter school applicants must participate in training provided by the
5 Florida Department of Education (FLDOE) before filing an application,
6 unless they have participated in qualified training provided by the
7 District.

8 3C. The Board and/or any of its designees shall not take unlawful reprisal
9 against another Board employee because that employee is either
10 directly or indirectly involved with a charter school application.

11 4D. Applicants must submit an application on the FLDOE's Model Florida
12 Charter School Application template and forms.

13 5E. The Board shall not charge any fees for processing or consideration
14 of a charter school application. The Board's approval of a charter
15 shall not be predicated on the promise of any future pay of any kind.

16 6F. The applicant and Board may mutually agree, in writing, to extend
17 the statutory timeline to consider the charter application. Such
18 agreement shall detail the extension date or timeframe.

19 7G. Charter schools shall not use or bear the name of an existing
20 traditional public, charter, or private/parochial school in Indian River
21 County.

22 Applications shall be submitted to:

23 The Superintendent of Schools
24 6500 57th Street
25 Vero Beach, Florida 32967

26 The Board shall review all applications using ~~an~~ the evaluation instrument developed
27 by the FLDOE.

Application Contents

A. State Application Form

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1 Applications must be submitted using the Model Charter School
2 Application form developed and distributed by the FLDOE.

3 B. Statement of Assurances

4 Applicants are required to sign under the penalties of perjury the
5 Statement of Assurances form contained within the Model Charter
6 School Application developed and distributed by the FLDOE, thereby
7 attesting to the following:

8 1. The charter school will be nonsectarian in its programs,
9 admission policies, employment practices, and operations.

10 2. The charter school will enroll any eligible student who submits
11 a timely application, unless the school receives a greater
12 number of applications than there are spaces for students, in
13 which case students will be admitted through a random
14 selection process.

15 3. The charter school will adhere to the antidiscrimination
16 provisions of F.S. 1000.05.

17 4. The charter school will adhere to all applicable provisions of
18 State and Federal law relating to the education of students with
19 disabilities, including the Individuals with Disabilities
20 Education Act; Section 504 of the Rehabilitation Act of 1974;
21 and Title II of the Americans with Disabilities Act of 1990.

22 5. The charter school will adhere to all applicable provisions of
23 Federal law relating to students who are limited English
24 proficient, including Title VI of the Civil Rights Act of 1964 and
25 the Equal Educational Opportunities Act of 1974.

26 6. The charter school will participate in the Statewide assessment
27 program created under F.S. 1008.22.

28 7. The charter school will comply with Florida statutes relating to
29 public records and public meetings, including
30 F.S. Chapter 119 and F.S. 286.011 which are applicable to
31 applicants even prior to being granted a charter.

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8. The charter school will obtain and keep current all necessary permits, licenses, and certifications related to fire, health, and safety within the building and on school property.

9. The charter school will provide for an annual financial audit in accordance with F.S. 218.39.

C. **Draft Charter**

The application must include a draft of the proposed charter and all forms required by the FLDOE. The information contained in the proposed charter must be in substantially the same format as the Florida Model Charter Contract Format (Form IEPC-SCM3) prescribed by the FLDOE.

D. **Proposed Contracts for Services**

Applicants anticipating a request for District services (i.e., transportation, payroll services, use of facilities, etc.) must include a proposed contract for each service desired.

Final Application Evaluation Process

A. The District shall receive and review all applications using an evaluation instrument developed by the FLDOE.

B. The Board shall evaluate all timely applications as submitted. During the evaluation process, 1) applications cannot be amended and 2) missing documentation and unsolicited information will not be accepted or considered. However, as required by law, the Board shall allow the applicant, upon receipt of written notification, seven (7) calendar days to make technical or nonsubstantive corrections and clarifications, including, but not limited to corrections of grammatical, typographical, and like errors or to add missing signatures, if such errors are identified as cause to deny the application.

C. The Board shall deny any application that does not comply with the statutory requirements and/or Board's instructions for charter school applications.

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D. Additional Information

1. The Board may solicit information regarding 1) history and background of individual applicants and/or founding/governing boards and its individual members including, but not limited to, a demonstration of the professional experience or competence of those individuals or organizations applying to operate the charter school or those hired or retained to perform professional services; and 2) the description of clearly delineated responsibilities and the policies and practices needed to effectively manage the charter school. A description of internal audit procedures and establishment of controls to ensure that the financial resources are properly managed must be included. This information may be used to evaluate the applicant's ability to operate a charter school.
2. The Board may solicit additional information during the review and evaluation of the charter school application such as whether the applicant currently operates charter schools in Florida and if the proposed school will be a replication of an existing school design. This information may be used to evaluate the applicant's ability to operate a charter school.
3. The applicant may provide evidence of prior experience in establishing and operating public charter schools. Evidence of prior experience and success in establishing and operating charter schools shall be weighed in making a determination to recommend approval or denial of an application.

E. Application Review Committee (ARC)

The purpose of this committee is to identify deficiencies in the written application and/or areas that require clarification to fully evaluate the quality of the application or the capacity of the group to properly implement the proposed plan.

The ARC shall be comprised of members of the Superintendent's ~~Leadership Council~~Cabinet or their appropriate designees, and other representatives -from the following areas of expertise:

1. District/School Operations;

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2. Curriculum and Instruction;
3. Facilities;
4. Financial Operations;
5. Human Resources;
6. Exceptional Student Education;
7. Student Services
8. Risk Management
9. Title Programs
10. Assessment and Accountability
11. Technology
12. Food and Nutrition
13. Transportation

A majority of the entire membership constitutes a quorum for voting purposes. The chair shall be a non-voting member except in case of a tie vote.

Applicants shall be notified and given the opportunity to attend the review. The applicant will be encouraged to have at least one (1) governing board member present. The ARC may, at its sole discretion, evaluate the application without any additional input from the applicant if at least one (1) governing board member of the charter school is not available.

By majority vote, the ARC shall make a recommendation to the Superintendent to approve or deny each application.

All applications will be submitted to the Board by the Superintendent with a recommendation for approval or denial no later than sixty (60) calendar days after the application is received, unless the applicant and the Board mutually agree, in writing, to postpone the vote to a

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1 specific date, at which time the Board shall approve or deny the
2 application.

3 An application submitted by a high-performing charter school that
4 has satisfied the requirements set forth in State law for such
5 designation may be denied by the Board only if the Superintendent
6 demonstrates by clear and convincing evidence that the application
7 failed to meet one (1) or more of the criteria set forth in
8 F.S. 1002.33(6)(b)(3)(b):

9 1. The application does not materially comply with the
10 requirements set forth in F.S. 1002.33(3)(a).

11 2. The charter school proposed in the application does not
12 materially comply with the requirements in F.S. 1002.33(9).

13 3. The proposed charter school's educational program does not
14 substantially replicate that of the applicant's high-performing
15 charter school.

16 4. The applicant has made a material misrepresentation or false
17 statement or concealed an essential or material fact during the
18 application process.

19 5. The proposed charter school's educational program and
20 financial management practices do not materially comply with
21 the requirements of F.S. 1002.33.

22 If the Board denies an application submitted by a high-performing
23 charter school, the specific reasons, based upon the criteria set forth
24 in F.S. 1002.33(3)(b), for the denial shall be provided in writing to the
25 applicant and the FLDOE within ten (10) calendar days after such
26 denial.

27 Appeal of a Decision to Deny an Application

28 Pursuant to State law, an applicant may, no later thirty (30) calendar days after
29 receiving the Board's final order denying an application or upon the Board's failure to
30 act on an application, appeal the Board's decision to the State Board of Education.
31 The applicant shall notify the Board of the appeal.

32 Such appeals shall be conducted in accordance with F.S. 1002.33(6) and applicable
33 State Board rules.

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1 In accordance with State Board rule, the State Board of Education shall by majority
2 vote accept or reject the decision of the Board no later than ninety (90) calendar days
3 after the appeal is filed. The State Board of Education shall remand the application
4 to the Board with its written decision that the Board approve or deny the application.
5 The Board shall implement the decision of the State Board of Education. The decision
6 of the State Board of Education is not subject to the provisions of the Administrative
7 Procedure Act.

8 If the Board denies an application submitted by a high-performing charter school, the
9 Board shall, within ten (10) calendar days after such denial, state in writing the
10 specific reasons, based upon the criteria of F.S. 1002.33 supporting its denial of the
11 final application and must provide the letter of denial and supporting documentation
12 to the applicant and to the Department. The applicant may appeal the Board's denial
13 of the application directly to the State Board of Education pursuant to F.S. 1002.33
14 and, if an appeal is filed, must provide a copy of the appeal to the Board.

15 **Appeal of a Proposed Termination or Nonrenewal of a Charter**

16 At least ninety (90) days prior to renewing or terminating a charter, the Board shall
17 notify the charter school's governing board in writing of its proposed action. The
18 notice shall state in reasonable detail the grounds for the proposed action and
19 stipulate that the charter school's governing board may, within fourteen (14) calendar
20 days after receiving the notice, request a hearing. The hearing shall be conducted at
21 the Board's election by the Board within sixty (60) days after the request for a hearing.
22 The hearing shall be conducted in accordance with F.S. 120.569 and 120.57. The
23 Board shall decide the matter by majority vote. The outcome of the Board's vote shall
24 be issued as a final order, and recorded as such.

25 The final order shall state the specific reasons for the Board's action and shall be
26 provided to the charter school's governing board and the FLDOE no later than ten (10)
27 calendar days after it is issued. The charter school's governing board may, within
28 thirty (30) calendar days after receiving the Board's final order, appeal the decision
29 pursuant to F.S. 120.68.

30 A charter may be terminated immediately if the Board sets forth in writing the
31 particular facts and circumstances indicating that an immediate and serious danger
32 to the health, safety, or welfare of the charter school's students exists. The Board's
33 determination is subject to the procedures set forth in F.S. 1002.33(8)(b) and (c),
34 except that the hearing may take place after the charter has been terminated. The
35 Board shall notify in writing the charter school's governing board, the charter school
36 principal, and FLDOE if a charter is terminated immediately. The Board shall clearly
37 identify the specific issues that resulted in the immediate termination and provide

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1 evidence of prior notification of issues resulting in the immediate termination when
2 appropriate. Upon receiving written notice from the board, the charter school's
3 governing board has ten (10) calendar days to request a hearing. A requested hearing
4 must be expedited and the final order must be issued within sixty (60) days after the
5 date of request. The Board shall assume operation of the charter school throughout
6 the pendency of the hearing unless the continued operation of the charter school
7 would material threaten the health, safety, or welfare of the students.
8

Charter School Obligations Upon Initial Notification of Nonrenewal, Closure, or Termination of a Charter

9
10
11
12 Upon initial notification of nonrenewal, closure, or termination of its charter, a charter
13 school may not expend more than \$10,000 per expenditure without prior written
14 approval from the District unless such expenditure was included within the annual
15 budget submitted to the District pursuant to the charter contract, is for reasonable
16 attorney fees and costs during the pendency of any appeal, or is for reasonable fees
17 and costs to conduct an independent audit.
18

19 An independent audit shall be completed within thirty (30) days after notice of
20 nonrenewal, closure, or termination to account for all public funds and assets.
21

22 A provision in a charter contract that contains an acceleration clause requiring the
23 expenditure of funds based upon closure or upon notification of nonrenewal or
24 termination is void and unenforceable.
25

26 A charter school may not enter into a contract with an employee that exceeds the term
27 of the school's charter contract with the District.
28

29 A violation of this section triggers a reversion or clawback power by the District
30 allowing for collection of an amount equal to or less than the accelerated amount that
31 exceeds normal expenditures. The reversion or clawback plus legal fees and costs
32 shall be levied against the person or entity receiving the accelerated amount.

Charter Contract and Contract Negotiation Process

33
34 A standard charter contract shall be consistent with this policy and approved by the
35 Contract Review Committee to be used as the basis for all charters approved under
36 this policy. All contracts and contract amendments, as approved by the CRC, must
37 be presented to the Board for approval. The charter contract must contain all
38 information set forth in the Florida Model Charter Contract Format (Form IEPC-M3SC)
39 prescribed by the FLDOE.

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A. Initial Charter Contract

1. Initial contract shall be for a term of four (4) or five (5) years unless a longer term is specifically required by law.
 2. Before a recommendation regarding whether or not the Board should approve an initial contract, evidence of the following shall be provided:
 - a. Evidence of a proper legal structure (e.g., articles of incorporation, bylaws, municipal charter). The applicant shall be a not for profit organized pursuant to F.S. Chapter 617.
 - b. Except for virtual charter schools, actual locations and evidence that a facility has been secured for the term of the charter, or a deadline for submitting evidence that a facility has been secured. Evidence should include, but is not limited to:
 - 1) letter of intent from the landlord or mortgagee indicating property usage and term of occupancy;
 - 2) executed lease or certification of occupancy; and/or
 - 3) use or occupational license indicating proper use.
- All facilities must meet the requirements set forth in F.S. 1002.33.

B. Charter Contract Negotiations

~~The Board shall have sixty (60) days to provide an initial proposed charter contract to the charter school. The applicant and the Board shall have seventy five (75) days thereafter to negotiate and notice the charter contract for final approval by the Board unless both parties agree to an extension. The proposed charter contract shall be provided to the charter school at least seven (7) calendar days prior to the date of the meeting at which the charter is scheduled to be voted upon by the Board. The Department of Education shall provide mediation services for any dispute regarding this section subsequent to the approval of a charter application and for any dispute relating~~

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~~to the approved charter, except disputes regarding charter school application denials. If the Commission of Education determines that the dispute cannot be settled through mediation, the dispute may be appealed to an administrative law judge appointed by the Florida Division of Administrative Hearings. The administrative law judge may rule on issues of equitable treatment of the charter school as a public school, whether proposed provisions of the charter violate the intended flexibility granted charter schools by statute, or on any other matter regarding this section except a charter school application denial, a charter termination, or a charter nonrenewal and shall award the prevailing party reasonable attorney's fees and costs incurred to be paid by the losing party. The costs of the administrative hearing shall be paid by the party against whom the administrative law judge rules.~~ The Board shall have thirty (30) days to provide an initial proposed charter contract to the charter school. The applicant and the Board shall have forty (40) days thereafter to negotiate and notice the charter contract for final approval by the Board unless both parties agree to an extension. The proposed charter contract shall be provided to the charter school at least seven (7) calendar days prior to the date of the meeting at which the charter is scheduled to be voted upon by the Board. The Department of Education shall provide mediation services for any dispute regarding this section subsequent to the approval of a charter application and for any dispute relating to the approved charter, except disputes regarding charter school application denials. If the Commission of Education determines that the dispute cannot be settled through mediation, the dispute may be appealed to an administrative law judge appointed by the Florida Division of Administrative Hearings. The administrative law judge has final order authority to rule on issues of equitable treatment of the charter school as a public school, whether proposed provisions of the charter violate the intended flexibility granted charter schools by statute, or on any other matter regarding this section except a charter school application denial, a charter termination, or a charter nonrenewal and shall award the prevailing party reasonable attorney's fees and costs incurred to be paid by the losing party. The costs of the administrative hearing shall be paid by the party against whom the administrative law judge rules.

C. Request to Extend Negotiations/School Opening

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1. The applicant and Board may mutually agree to extend the statutory timeline to negotiate and consider approval of the charter contract for a period not to exceed one (1) year from the approved opening date in the charter school application. Requests shall be submitted to Charter School Operations, in writing, by an authorized agent of the charter school, detailing the reason for the requested extension.
2. In the event that the statutory timeline to negotiate and enter into a charter contract is extended, the applicant shall update its charter school application prior to resuming negotiations with regard to: (1) updated budget; and (2) applicable application revisions necessitated by the delay.
3. The application shall be automatically rescinded, without further action by the Board, if the applicant does not enter into contract negotiations or open the school within: (1) the timeframe specified by law, or (2) the date of extension which has been mutually agreed upon in writing by both parties.
4. ~~Unless extended pursuant to this policy, an approved applicant shall open its charter school at the beginning of the Board's next school year following the approval of the charter school application. At the written request of the applicant and at the Board's sole discretion, the Board may allow an applicant with an approved charter school application to defer the opening of its charter school for one (1) school year following the opening date specified in the approved approval of its charter school application.~~ Upon approval of an application, the initial startup shall commence with the beginning of the Board's school calendar. A charter school may defer the opening of the school's operations for up to two (2) years to provide time for adequate facility planning. The charter school must provide written notice of such intent to the Board and the parents of enrolled students at least thirty (30) calendar days before the first day of school. In the event that the opening of the approved applicant's charter school is deferred, the applicant shall update its charter school application prior to the opening of the charter school with regard to: (1) updated budget; and (2) applicable application revisions.

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5. An approved contract shall be automatically revoked, without further action by the Board, if the applicant does not open the school:

a. on the first day of school of the initial school year indicated in the contract; or

b. on the first day of the school year indicated in the approved deferral.

D. Charter Contract Amendments/Modifications

1. A charter may be modified during its initial term or any renewal term upon the recommendation of the Board or the charter school's governing board and the approval of both parties to the agreement. All modifications must be mutual and in writing. Unilateral modification made by the charter school is grounds for termination or non-renewal. Modification may include, but is not limited to, consolidation of multiple charters into a single charter if the charters are operated under the same governing board and physically located on the same campus, regardless of the renewal cycle.

2. Modifications may be considered by the Board for a number of reasons, which may include, but is not limited to, protect the health, safety, or welfare of the students.

3. All contract amendment requests shall be submitted in writing to Charter School Operations by an authorized agent of the charter school. Additional information or documentation may be requested for consideration of any amendment requests.

4. The charter school shall provide evidence of governing board approval for all proposed amendments (e.g., governing board resolution, governing board meeting minutes).

5. Requirements for Amendment Requests

a. Education Program Amendments

Significant changes in the curriculum or changes in grade levels constitute a change in the educational program and shall require an amendment that is

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mutually acceptable and approved by both parties. Requests for such amendments shall include the following information and supporting documentation:

- 1) justification for change
- 2) effective date of the change
- 3) evidence that financial implications, feasibility, and student access issues have been addressed, including provisions for all required resources, staff, and materials
- 4) evidence of parental support

A high-performing charter school that has met the requirements set forth in State law for such designation shall notify the sponsor of any increase in enrollment by March 1st of the school year preceding the increase. The written notice shall specify the grade levels that will be added. Student enrollment may not exceed current facility capacity. If a charter school notifies the District of its intent to expand, the District shall modify the charter within ninety (90) days to include the new enrollment maximum and may not make any other changes. The District may deny a request to increase the enrollment of a high-performing charter school if the Commissioner of Education has declassified the charter school as high-performing. If a high-performing charter school requests to consolidate multiple charters, the District shall have forty (40) days after receipt of that request to provide an initial draft charter to the charter school. The District and charter school shall have fifty (50) days thereafter to negotiate and notice the charter contract for final approval by the District.

b. Location Amendments

- 1) Changes in locations or addition of location (i.e., relocation, secondary campus, satellite locations) shall include the following information and supporting documentation:

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- (a) description of location, including identification as permanent or temporary

If the relocation will be temporary, the request shall include the period of time during which the school will be at the temporary location.
 - (b) effective date of the relocation
 - (c) evidence that financial implications, feasibility, and student access issues have been addressed
 - (d) evidence of parental support for the new facility
 - (e) evidence of the school's property interest in the facility (owner or lessee)
 - (f) a disclosure affidavit in accordance with F.S. 286.23, if the school leases the facility
- 2) Nothing in this policy or State law obligates the Board to agree to an increase the number of facilities, campuses, and/or locations associated with a charter school's operations.
- 3) The charter school shall not change or add facilities or locations at any time during the term of the charter contract without prior approval of the Board through the contract amendment process. Violation of this provision constitutes a unilateral amendment or modification of this contract and good cause for termination.
- 4) If the request for a location amendment involves a facility in which other schools are operating, the names of the school(s), the grade levels, number of classrooms, number of students in each class, and the number of students enrolled in each school shall be included in the request, in

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addition to the information and documentation described in paragraphs a and b above.

- 5) No later than thirty (30) days prior to the opening of schools or the initial use of the facility by the school, the school shall have an approved contract and evidence of all necessary permits, licenses, zoning, use approval, facility certification and other approvals required for use of the facility by the local government. A certificate of occupancy or a temporary certificate of occupancy must be provided to the Board no later than fifteen (15) calendar days before the first day of school.

c. Enrollment Capacity Amendments

Changes to enrollment capacity shall include the following information and supporting documentation:

- 1) justification for change
- 2) effective date of the change
- 3) evidence of proper facility approvals and/or allowable facility capacity
- 4) evidence that financial implications, feasibility, and student access issues have been addressed
- 5) evidence of parental support

A high-performing charter school that has met the requirements set forth in State law for such designation shall be required to notify the Board in writing by March 1st of its intent to increase enrollment the following school year. The written notice shall specify the amount of the enrollment increase. The District shall not require a charter school to identify the names of students to be enrolled or to enroll those students before the start of

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the school year as a condition of approval or renewal of a charter.

6. When a contract is amended or renewed, it shall be updated to comply with this policy and the current standard charter contract.

Controlled Open Enrollment

If a charter school in the District chooses to offer controlled open enrollment, the charter school shall comply with all Florida controlled open enrollment laws (F.S. 1002.31).

Pre-Opening Requirements

No later than thirty (30) days prior to the initial use of the facility by the school, the school shall have an approved contract and provide evidence of all necessary permits, licensing, zoning, use approval, facility certification and other approvals required for use of the facility by the local government. Failure to comply may result in automatic rescission of the contract, with no further action by the Board. A certificate of occupancy or a temporary certificate of occupancy must be provided to the Board no later than fifteen (15) calendar days before the first day of school.

School Governance/Management

- A. Charter schools shall organize or be operated by a not for profit organized pursuant to F.S. Chapter 617, a municipality, or another public entity, as provided by law.

Charter School's Governing Board Requirements

1. The charter school's governing board shall be solely responsible for the operation of the charter school which includes, but is not limited to, school operational policies; academic accountability; and financial accountability.

As required by State law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Furthermore, this representative must reside in the District in which the charter school is located. The individual serving as

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the parental involvement representative must reside in the District may be a governing board member, charter school employee, or an individual with whom the charter school contracts to represent the board in this capacity. If the governing board oversees more than one charter school in the District, a representative to facilitate parental involvement shall be appointed for each school. The name and contact information for the representative must be provided in writing to parents of children enrolled in the charter school at least annually and must also be prominently posted on the charter school's website. Governing board members are not required to reside in the District if the charter school otherwise complies with the terms of this paragraph.

The charter school's governing board shall hold at least two (2) public meetings per school year in the District. The meetings must be noticed, open, and accessible to the public and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative to facilitate parental involvement and the principal or director or his/her equivalent must be physically present at each meeting. Members of the governing board may attend in person or by means of communications media technology used in accordance with rules adopted by the Administration Commission under F.S. Chapter 120.

2. Governing board members must:

- a. notify the Board of changes in membership within forty-eight (48) hours of change; and
- b. successfully fulfill a background check by the Board, as specified by law upon appointment to the governing board.

Costs of background screening shall not be borne by the charter school.

3. Governing board members must develop and approve by-laws that govern the operations of the board and the charter school prior to execution of the charter contract and annually consult with charter school staff to refine overall policy decision-

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making of the charter school as it regarding curriculum,
financial management, and internal controls.

4. Governing board members and their spouses are prohibited by State law from serving as ~~must not be~~ an employee of the charter school or receive compensation, directly or indirectly, from the charter school's operations, including but not limited to: grant funds; lease/mortgage payments; or contracted service fees.

5. Governing board members must participate in FLDOE sponsored charter school governance training to ensure that each board member is aware of his/her duties and responsibilities, pursuant to State Board Rule F.A.C. 6A-6.0784:

a. Each governing board member must complete a minimum of four (4) hours of instruction focusing on Government in the Sunshine, conflicts of interest, ethics, and financial responsibility as specified in F.S. 1002.33(9)(k). After the initial four (4) hour training, each member is required, within the subsequent three (3) years and for each three (3) year period after that to complete a two (2) hour refresher training on the four (4) topics above in order to retain his/her position on the charter school board. Any member who fails to obtain the two (2) hour refresher training within any three (3) year period must take the four (4) hours of instruction again in order to remain eligible as a charter school board member.

b. New members joining a charter school board must complete the four (4) hour training with ninety (90) days of appointment to the board.

6. Dispute Procedures (Board versus Charter School Governing Board)

Application, nonrenewal, and termination decisions are not subject to this dispute resolution process and must follow the procedures in F.S. 1002.33, Board policy, and the charter contract. Nothing contained herein shall operate to limit a

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1 charter school's rights to utilize the dispute resolution
2 procedures set forth in F.S. 1002.33.

3 a. The Board and the charter school agree that the
4 existence and the details of a dispute notwithstanding,
5 both parties shall continue without delay their
6 performance under the charter contract, except for any
7 performance, which may be directly affected by such
8 dispute.

9 b. Either party shall notify the other party that a dispute
10 exists between them. The notification shall be in writing
11 and shall identify the article and section of the contract
12 that is in dispute and the grounds for the position that
13 such article and section is in dispute. The matter shall
14 be immediately submitted to the Board and the charter
15 school's director for further consideration and
16 discussion to attempt to resolve the dispute.

17 c. Should the representatives named in paragraph b above
18 be unable to resolve the dispute within ten (10) days of
19 receipt of written notification by one to the other of the
20 existence of such dispute, then the matter may be
21 submitted by either party to the Superintendent and to
22 the school's governing board chair for further
23 consideration and discussion to attempt to resolve the
24 dispute.

25 d. Should the parties still be unable to resolve their dispute
26 within thirty (30) days of the date of receipt of written
27 notification by one to the other of the existence of such
28 dispute, then either party may proceed with utilizing the
29 dispute resolution procedures set forth in F.S. 1002.33.

30 7. Conflict Resolution (Charter School versus Parents/Legal
31 Guardians, Employees, and Vendors)

32 a. All conflicts between the charter school and the
33 parents/legal guardians of the students enrolled at the
34 charter school shall be handled by the charter school or
35 its governing board. The procedures for handling such
36 conflicts must be set forth in the charter contract.

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- b. Evidence of each parent's acknowledgement of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Board.
- c. All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.
- d. All conflicts between the charter school and vendors of the charter school shall be handled by the charter school or its governing board.
- e. The Board shall be provided with the name and contact information of the parties involved in the charter school's conflict resolution process. The Board shall be notified immediately of any change in the contact information.

C. Management Companies

1. If a management company or a combination of contracted professionals will be managing the charter school, the contract(s) between the charter school and company(ies) shall be submitted to the Board for review prior to the approval of the charter school's contract. If a decision to hire any of these entities occurs subsequent to the execution of the charter contract or amendment, the contract(s) between the charter school and company(ies) shall be submitted to the Board at least ten (10) days before any payment is made to any of the entities.
2. Any proposed amendments to the contract with the management company shall be submitted to the Board for approval prior to execution of that amended contract with the management company by the charter school. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.
3. All management company contracts with the charter school must make it clear that the charter governing body shall retain and exercise continuing oversight over all charter school operations and must contain provisions specifying the ability for the charter school to terminate the contract and must

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1 comply with terms as stated in the charter contract between
2 the charter school and the Board. Any default or breach of the
3 terms of the charter contract by the management company(ies)
4 shall constitute a default or breach of the charter contract by
5 the charter school.

6 4. Neither employees of the management company nor "relatives"
7 of the management company's employees as defined in F.S.
8 1002.33 shall serve on the charter school's governing board or
9 serve as officers of the ~~Corporation~~ charter school .
10
11

D. Voluntary Closure of Charter School

A charter may be terminated by a charter school's governing board through voluntary closure. The decision to cease operations must be determined at a public meeting. The governing board shall notify the parents and Board of the public meeting in writing before the public meeting. The governing board must notify the Board, parents of enrolled students, and FLDOE in writing within twenty-four (24) hours after the public meeting of its determination. The notice shall state the charter school's intent to continue operations or the reason for the closure and acknowledge that the governing board agrees to follow the procedures for dissolution and reversion of public funds pursuant to Florida law.

Employees of Charter Schools

13 A charter school shall employ or contract with employees who have undergone
14 background screening as provided in F.S. 1012.32. Members of the governing board
15 of the charter school shall also undergo background screening in a manner similar to
16 that provided in F.S. 1012.32 upon appointment to the governing board.

17 A charter school shall disqualify instructional personnel and school administrators,
18 as defined in F.S. 1012.01, from employment in any position that requires direct
19 contact with students if the personnel or administrators are ineligible for such
20 employment under F.S. 1012.315.

21 Charter school personnel may not appoint, employ, promote, or advance any relative,
22 or advocate for appointment, employment, promotion, or advancement of any relative
23 to a position in the charter school in which the personnel are serving or over which
24 the personnel exercises jurisdiction or control. An individual may not be appointed,
25 employed, promoted, or advanced in or to a position in a charter school if such
26 appointment, employment, promotion, or advancement has been advocated by charter

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1 school personnel who serve in or exercise jurisdiction or control over the charter
2 school and who is a relative of the individual or if such appointment, employment,
3 promotion, or advancement is made by the governing board of which a relative of the
4 individual is a member. For purposes of this policy, the definition of relative shall be
5 as it is defined in F.S. 1002.33(24)(a)(2).

6 Full disclosure of the identity of all relatives employed by the charter school shall be
7 in accordance with F.S. 1002.33.

8 The governing board of a charter school shall adopt policies establishing standards of
9 ethical conduct for instructional personnel and school administrators.

10 The policies must require all instructional personnel and school administrators, as
11 defined in F.S. 1012.01, to complete training on the standards of ethical conduct;
12 establish the duty of instructional personnel and school administrators to report, and
13 procedures for reporting, alleged misconduct by other instructional personnel and
14 school administrators which affects the health, safety, or welfare of a student; and
15 include an explanation of the liability protections provided under F.S. 39.203 and
16 768.095. A charter school, or any of its employees, may not enter into a confidentiality
17 agreement regarding terminated or dismissed instructional personnel or school
18 administrators, or personnel or administrators who resign in lieu of termination,
19 based in whole or in part on misconduct that affects the health, safety, or welfare of
20 a student, and may not provide instructional personnel or school administrators with
21 employment references or discuss the personnel's or administrators' performance
22 with prospective employers in another educational setting, without disclosing the
23 personnel's or administrators' misconduct. Any part of an agreement or contract that
24 has the purpose or effect of concealing misconduct by instructional personnel or
25 school administrators which affects the health, safety, or welfare of a student is void,
26 is contrary to public policy, and may not be enforced.

27 Before employing instructional personnel or school administrators in any position that
28 requires direct contact with students, a charter school shall conduct employment
29 history checks of each of the personnel's or administrators' previous employer(s),
30 screen the instructional personnel or school administrators through use of the
31 educator screening tools described in F.S. 1001.10(5), and document the findings. If
32 unable to contact a previous employer, the charter school must document efforts to
33 contact the employer.

34 The Board shall terminate a sponsor's charter if the sponsor knowingly fails to comply
35 with F.S. 1002.33(12)(g).

School Operations

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A. The Board shall not impose any policies or practices to limit charter school enrollment except as may be permitted in accordance with State law.

B. The Board may document, in writing, any discrepancies or deficiencies--whether fiscal, educational, or related to school climate--and the steps and timelines for correction and additional monitoring. At a minimum, copies will be provided to the charter school's governing board chair, charter school principal and appropriate Board staff.

C. The charter school shall obtain the appropriate facility capacity approvals from the jurisdictional authority where the facility is located (i.e., county, municipality, or both). The Board, at its discretion, may accept a letter from the architect of record specifying the capacity if the capacity is not provided by the facility's jurisdictional authority. The Board may withhold monthly payments for FTE that exceed capacity specified by the charter contract or approved facility capacity.

D. The charter school's calendar will be consistent with the beginning of the Board's calendar for the first school year and must provide instruction for the minimum number of days and minutes required by law for other public schools. Should the charter school elect to provide a summer program or year-round school, the charter school shall notify the Board, in writing, each year to ensure appropriate record keeping.

E. Student Code of Conduct, Student Handbooks, and Parent Contracts

1. ~~1.~~ Only the Board may expel a student.

~~1,2.~~ Admission or dismissal must not be based on a student's academic performance.

~~32.~~ The charter school may follow the Board's Student Code of Conduct or an alternate code of conduct approved by the Board. The charter school shall provide the Board with a copy of an approved alternate student code of conduct annually. Any amendments must be approved by the Board prior to implementation. Evidence of governing board approval is required for amendments.

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43. Any student/parent handbooks and parent contracts shall also be submitted to the Board for approval prior to implementation. Any amendments must be approved by the Board, prior to implementation. Evidence of governing board approval is required for amendments.

54. The charter school may be required to provide proof of parent/guardian's receipt of student code of conduct, handbook, or parent contract.

65. Violations of parent contracts shall not result in involuntary withdrawal of a student in the same school year of the violations. Violations of the parent contract may result in the student not being re-enrolled or loss of enrollment preference for the following school year.

76. The Board shall not apply its policies to a charter school unless mutually agreed to by both the Board and the charter school. If the Board subsequently amends any agreed-upon Board policy, the version of the policy in effect at the time of the execution of the charter, or any subsequent modification thereof, shall remain in effect and the sponsor may not hold the charter school responsible for any provision of a newly revised policy until the revised policy is mutually agreed upon.

F. Charter School Student Transfers

The process for student transfers can be found in Policy 2431.01.

G. Food Service and Transportation

Transportation and food services are the responsibility of the charter school. These services must be provided according to District, State, and Federal laws, rules, and regulations.

H. Facility Leases

1. If a charter school will be leasing or subleasing a facility, the contract(s) between the charter school and landlord or sub-lessor shall be submitted to the Board for review and approval.

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- ## I. Academic Accountability

- Action A - 1/10/2017

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b. If a charter school earns three (3) consecutive grades of "D", two (2) consecutive grades of "D" followed by a grade of "F", or two (2) nonconsecutive grades of "F" within a three (3) year period, the charter school governing board shall take corrective action as set forth in F.S. 1002.33. The corrective action must be implemented in the school year following receipt of a third consecutive grade of "D", a grade of "F" following two (2) consecutive grades of "D", or a second nonconsecutive grade of "F" within a three (3) year period. If the charter school does not improve by at least one (1) letter grade after two (2) full school years of implementing the corrective action, the charter school must select and implement a different corrective action in accordance with F.S. 1002.33. If the charter school does improve by at least one (1) letter grade, it is no longer required to implement the corrective action; however, the charter school must continue to implement strategies identified in the School Improvement Plan.

c. Upon publication by the FLDOE of the list of charter schools that meet the criteria set forth in paragraphs I.2.a. and b. above, the Board shall notify, in writing, each charter school in the District that appears on the list that it is required to submit a School Improvement Plan and to appear before the Board. Pursuant to State Board rule, such notification may be delivered electronically, provided there is proof of receipt.

The notification shall include the following:

- 1) The date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school governing board shall appear before the Board. For purposes of this requirement, "director" shall mean charter school director, principal, chief executive officer, or other management personnel with similar authority. The appearance shall be no earlier than thirty (30) calendar days and no later than ninety (90) calendar days after the Board's notification is received by the charter school.

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 - 34
- 2) The date by which the charter school must submit its proposed School Improvement Plan to the Board for review by staff, which shall be no earlier than thirty (30) calendar
 - 3) Whether the charter school is required to select a corrective action.
- d. The Board shall notify the charter school, in writing, within ten (10) calendar days of its decision to approve or deny the School Improvement Plan.
- 1) The Board may deny a School Improvement Plan if it does not meet the requirements of State law. If denied, the Board shall provide the charter school, in writing, the specific reasons for denial and the timeline for its resubmission.
 - 2) Either the charter school or the Board may request mediation pursuant to State law if the parties cannot agree on a School Improvement Plan.
- e. As required by State law, the Board will review the School Improvement Plan annually to monitor the charter school's continued improvement.
- 1) The director and a representative of the governing board of the charter school shall appear before the Board at least once per year to present information regarding the progress of intervention and support strategies implemented by the charter school pursuant to the School Improvement Plan and, if applicable, to review the corrective actions taken pursuant to I.2.c above.
 - 2) At the meeting, the Board will identify the services that the District will provide to the charter school to assist the charter school in addressing its deficiencies, and following the

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meeting, these services will be communicated, in writing, to the director.

- 3) A charter school that improves at least one (1) letter grade is not required to submit a new School Improvement Plan but must continue to implement the strategies identified in the approved School Improvement Plan and continue to report annually to the Board. The Board shall notify, in writing, each charter school implementing a School Improvement Plan of the requirement to appear before the Board to present information regarding the progress of the approved School Improvement Plan. The notification shall include the date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school shall appear.

- f. ~~The Board shall terminate the charter if the charter school earns two (2) consecutive grades of "F", unless one of the exceptions set forth in State law is applicable.~~
A charter school's contract shall be automatically terminated if the school earns two (2) consecutive grades of "F" after all school grade appeals are final, unless one of the exceptions set forth in State law is applicable. If no exceptions apply, the Board will notify the charter school's governing board, the charter school principal, and FLDOE in writing when the charter contract is terminated under this subparagraph.

- g. The laws applicable to School Improvement Plans and corrective actions do not limit the Board's authority to terminate the charter at any time in accordance with State law.

3. The charter school shall make annual progress reports to the Board.

4. Exceptional Student Education (ESE)

- a. The Board is the Local Educational Agency (LEA) for all Board-approved charter schools and will serve ESE

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students in the same manner as students attending other public schools in the District. ESE students attending Board-approved charter schools shall be provided supplementary and related services on site at the charter school to the same extent to which the Board has a policy or practice of providing such services on site to its other public schools. The Board shall provide funds under Part B of the IDEIA to Board-approved charter schools on the same basis as the School District provides funds to the Board's other public schools.

- b. ESE students will be educated in the least restrictive environment. The charter school shall ensure that ESE students are provided with programs and services implemented in accordance with Federal, State, and local policies and procedures and specifically the IDEIA, Section 504 of the Rehabilitation Act of 1973, and other related statutes and State Board of Education rules. If an IEP team determines that the charter school cannot meet the needs of an ESE student, the charter school and the Board agree to provide the ESE student with the appropriate placement as determined by the IEP team in accordance with State and Federal law.
 - c. The Board shall provide ESE administration services to charter schools which shall be set forth in more detail in the charter.
 - d. With respect to the provision of special education and related services, the charter shall set forth the specific roles and responsibilities of the charter school and the Board with respect to exceptional student education.
 - e. Non-compliance may result in the Board's withholding of subsequent payments to the charter school without penalty of interest (including State capital payments), and may result in non-renewal or termination for good cause.
5. English Language Learners (ELL) -- Students who are of limited proficiency in English will be served by ESOL certified personnel. The charter school shall demonstrate an understanding of State and Federal requirements regarding

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the education of English language learners, be committed to serving the full range of needs of ELL students, create and implement sound plans for educating ELL students that reflect the full range of programs and services required to provide all students with a high quality education, and demonstrate capacity to meet the school's obligations under State and Federal law regarding the education of ELL students.

6. The Board may, in accordance with State law, require all charter schools to submit to the Board a school improvement plan to ensure a plan to maintain or raise student academic achievement within the timelines specified by the Board and the FLDOE.

L. Financial Accountability

1. In order to provide comparable financial information to that reported for other public schools, charter schools shall maintain all financial records in accordance with the accounts and codes prescribed in the most recent issuance of the publication titled, *Financial and Program Cost Accounting and Reporting for Florida Schools*. Charter school governing boards shall also annually adopt and maintain an operating budget as required by F.S. 1002.33(9)(h). Charter schools shall provide annual financial reports and program cost report information by the deadlines specified in the charter contract, in the State-required formats for inclusion in the Board's reporting in compliance with F.S. 1011.60(1) and 1002.33(9)(g). The financial statements are to be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting, regardless of corporate structure F.S. 1002.33(9)(g). The annual financial audit must be in the State-required format.

At the discretion of the charter school's governing board, a charter school may elect to follow generally accepted accounting standards for not-for-profit organizations, but must reformat this information for reporting according to the requirement set forth in the paragraph above.

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High-performing charter schools are required to submit financial statements in accordance with and within the timeframes stated in F.S. 1002.33.

2. First year charter schools may be required to provide the Board any of the following, which may be in addition to information otherwise required by law:

a. A sensitivity analysis and financial plan based on enrollment of fifty percent (50%), seventy-five percent (75%), and 100% of projected capacity.

b. Cash flow projections for the first year, displayed by month, and a plan to fund any cash flow shortfalls, updated monthly.

c. Contingency plans to replace any loss of State funds for both operation and capital expenditures.

d. Within forty-five (45) days of month end, reconciliations of all bank accounts, which must include a copy of the entire bank statement of each account, must be attached to the bank reconciliation.

3. Title I: A charter school that is eligible to receive Title I funds shall submit an approved Title I Schoolwide Plan within three (3) months of becoming a designated Title I school. Failure to submit an approved plan will result in withholding of Title I funds.

4. Financial Policies: The charter school shall establish and implement accounting and reporting policies, procedures, and practices for maintaining complete records of all receipts and expenditures. The charter school shall provide a copy of these policies to the Board annually.

5. Payments to charter schools by Board

a. The Board shall make timely and efficient payment and reimbursement to charter schools, including processing paperwork required to access special State and Federal funding for which they may be eligible. Payments of funds as described in F.S. 1002.33(17)(b) shall be made

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1 monthly or twice a month, beginning with the start of
2 the Board's fiscal year. Each payment shall be 1/12 or
3 1/24, as applicable, of the total State and local funds
4 described in F.S. 1002.33(17)(b) as adjusted. For the
5 first two (2) years of the charter school's operation, if a
6 minimum of seventy-five percent (75%) of the projected
7 enrollment is entered into the Board's student
8 information system by the first day of the current
9 month, the Board shall ~~The Board may~~ distribute funds
10 to a the charter school for up to three (3) months the
11 months of July through October based on the projected
12 full-time equivalent student membership of the charter
13 school as submitted in the approved application. If less
14 than seventy-five percent (75%) of the projected
15 enrollment is entered into the Board's student
16 information system by the first day of the current
17 month, the Board shall base payments on the actual
18 number of student enrollment entered into the
19 sponsor's student information system. Thereafter, the
20 results of full-time equivalent student membership
21 surveys shall be used in adjusting the amount of funds
22 distributed monthly to the charter school for the
23 remainder of the fiscal year. The ~~payment~~ payments
24 shall be issued no later than ten (10) working days after
25 the Board receives a distribution of State or Federal
26 funds or the date the payment is due pursuant to F.S.
27 1002.33(17)(e). Timing of receipt of local funds by the
28 Board shall not delay payment to the charter school of
29 the funds identified in F.S. 1002.33(17)(b)..

- 30 b. Capital Outlay Payments – The Board shall make
31 payments to the school upon receipt of all required
32 supporting documentation as referenced in section 8.h.
33 – Capital Outlay Payment Process. Charter schools must
34 be located in the State of Florida to be eligible for public
35 educational capital outlay (PECO) funds.
- 36 c. Miscellaneous Payments – The Board shall make timely
37 miscellaneous payments to the charter school upon
38 receipt of funding from FLDOE for various programs
39 including Title I and MAP. The Board's payment is
40 subject to the charter school's fulfillment of its

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responsibilities under the applicable State and Federal laws.

Unless otherwise mutually agreed to by the charter school and the District, and consistent with State and Federal rules and regulations governing the use and disbursement of Federal funds, the District shall reimburse the charter school on a monthly basis for all invoices submitted by the charter school for Federal funds available to the District for the benefit of the charter school, the charter school's students, and the charter school's students as public school students in the District. Such Federal funds include, but are not limited to, Title I, Title II, and Individuals with Disabilities Education Act (IDEA) funds. To receive timely reimbursement for an invoice, the charter school must submit the invoice to the District at least thirty (30) days before the monthly date of reimbursement set by the District. In order to be reimbursed, any expenditure made by the charter school must comply with all applicable State rules and Federal regulations, including, but not limited to, the applicable Federal Office of Management and Budget Circulars, the Federal Education Department General Administrative Regulations, and program-specific statutes, rules, and regulations. Such funds may not be made available to the charter school until a plan is submitted to the District for approval of the use of the funds in accordance with applicable Federal requirements. The District has thirty (30) days to review and approve any plan submitted pursuant to this paragraph.

- d. Conditions for Non-payment – The Board may withhold payment, without penalty of interest, for violation of law or as specified in the charter school contractual agreement. This includes, but is not limited to: failure to comply with financial requirements, failure to provide proper banking wiring instructions, exceeding contracted enrollment capacity or allowable facility capacity, insufficient instructional minutes and/or days, inappropriate facility licenses, approvals and/or permits, and failure to obtain successful background

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clearance for potential employees, contractors, and/or governing board members.

6. ~~Financial Reports: As specified by the Charter School Benchmarks, the charter school shall provide to the Board all required financial statements including a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances. These reports must be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting. A high performing charter school that has satisfied the requirements set forth in State law for such designation may provide quarterly financial statements.~~
Financial Reports: Charter schools shall provide the District, upon approval of the charter contract, a concise, uniform, monthly financial statement summary sheet that contains a balance sheet and a statement of revenue, expenditures, and changes in fund balance. The balance sheet and the statement of revenue, expenditures, and changes in fund balance shall be in the governmental funds format prescribed by the Governmental Accounting Standards Board. A high-performing charter school may provide a quarterly financial statement in the same format and requirements as the uniform monthly financial statement summary sheet. The Board shall review each monthly or quarterly financial statement to identify whether any of the conditions in F.S. 1002.345(1)(a) exist. Charter schools shall maintain and provide financial accountability information as required in this section.

7. Annual Financial Statements

a. Unaudited June 30th year-end financial statements shall be submitted to the Board within the timelines specified by the charter contract. These financial statements must be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting.

b. Annual Financial Audit - The charter school agrees to submit to and pay for an annual financial audit, in compliance with Federal, State, and Board regulations, showing all revenue received, from all sources, and all expenditures for services rendered. The audit shall be conducted by an independent certified public

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accountant or auditor selected by the governing board of the charter school, and shall be delivered to the Board in compliance with the charter contract. If the charter school's audit reveals a deficit financial position, the auditors are required to notify the charter school's governing board, the Board and the Florida Department of Education in the manner defined in the charter contract. No later than May 1st of each year, the charter school must formally notify the Board of the name, address, and phone number of the auditor engaged to perform the year end audit.

- 1) Selection Procedures -- Charter schools shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit pursuant to the processes described in F.S. 218.39 and 218.391, which includes, but is not limited to: the establishment of an audit committee and request for proposal (RFP) for audit services, public advertisement of RFP, and development of evaluation and selection criteria.
- 2) Requirements -- Pursuant to F.S. 218.391, the procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. An engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:
 - (a) a provision specifying the services to be provided and fees or other compensation for such services
 - (b) a provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract
 - (c) a provision specifying the contract period, including renewals, and conditions under

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which the contract may be terminated or renewed

- c. Failure to comply with the timely submission of all financial statements in the required format specified by the Board, shall constitute a material breach of the charter contract and may result in the Board's withholding of subsequent payments to the charter school without penalty of interest, (including state capital payments), and may result in non-renewal or termination for good cause.

8. Capital Outlay Funding

Pursuant to F.S. 1013.62(45), the application for, approval of, and process for documenting expenditures from charter school capital outlay funds shall be in accordance with the procedures and requirements specified by the Commissioner of Education.

Before receiving capital outlay funds the charter school governing board must enter into a written agreement with the Board. Such agreement must provide for the reversion of any unencumbered funds and all equipment and property purchased with public education funds to the ownership of the Board, as provided for in F.S. 1013.62(43), if the charter school terminates operations. Any funds recovered by the State shall be deposited in the General Revenue Fund.

As required by State law, the Board shall remit capital outlay funds to a charter school within ten (10) business days of the receipt of said funds.

9. Review and Audit

- a. The Board has the right at any time to review and audit all financial records of the charter school to ensure fiscal accountability and sound financial management pursuant to F.S. 1002.33. The charter school shall provide the Board with a copy of the management letter from any audits as well as any responses to the auditor's findings with a corrective plan that shall be prepared

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and submitted within thirty (30) days from the date of the management letter.

b. Deteriorating Financial Condition and Financial Emergencies (F.S. 1002.345)

1) Deteriorating Financial Condition – “Deteriorating financial condition” means a circumstance that significantly impairs the ability of a charter school or a charter technical career center to generate enough revenues to meet its expenditures without causing the occurrence of a condition described in F.S. 218.503(1).

a) A charter school shall be subject to an expedited review by the Board upon the occurrence of any of the conditions specified in F.S. 1002.345(1)(a)(1)-(4).

b) The Board shall notify the governing board within seven (7) business days after one or more of the conditions set forth in F.S. 1002.345(1)(a)(1)-(4) are identified or occur.

c) The governing board and the Board shall develop a corrective action plan and file the plan with the Commissioner of Education within thirty (30) business days after notification is received as provided in paragraph 9(b)(1)(b) herein. If the governing board and the Board are unable to agree on a corrective action plan, the Commissioner of Education shall determine the components of the plan. The governing board shall implement such plan.

d) Failure to implement the corrective action plan within one (1) year shall result in additional action prescribed by the State Board of Education, including the

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appearance of the chair of the governing
board before the State Board of Education.

- 2) Financial Emergency – If a financial audit conducted by a CPA in accordance with F.S. 218.39 reveals that one (1) or more of the conditions in F.S. 218.503(1) have occurred or will occur if action is not taken to assist the charter school, the auditor shall notify the governing board of the charter school, as appropriate, the Board, and the Commissioner of Education within seven (7) business days after the finding is made. If the charter school is found to be in a state of financial emergency pursuant to F.S. 218.503(4), the charter school shall file a financial recovery plan pursuant to F.S. 218.503 with the Board and the Commissioner of Education within thirty (30) days after being notified by the Commissioner of Education that a financial recovery plan is needed.
 - 3) Annual progress of the corrective action plans and/or financial recovery plans shall be included in an annual progress report to the Board.
 - 4) The Board may require periodic appearances of governing board members and charter school representative.
- c. A Financial Recovery Plan Staff Group (FRSG) shall be appointed by the Board and convened to review and monitor financial statements, corrective action plans and financial recovery plan(s) submitted by the charter school(s). The FRSG shall report progress and when applicable, make recommendations to the Chief Auditor. At least one (1) representative of the charter school must be available to answer questions.
- 1) The FRSG shall be comprised of staff members from Financial Operations, Charter School Operations, and, when appropriate, the Office of Management and Compliance Audits.

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1 2) The Chief Auditor will present the FRSG's
2 recommendation to the Board's independent
3 Audit Committee for review and recommendation
4 to the Board.

5 3) Inability to cure a deteriorating financial
6 condition and/or status of financial emergency
7 may result in termination of the charter school
8 contract.

9 10. Grants

10 a. If the Board is required to be the fiscal agent for a grant,
11 the charter school shall comply with the Board's grant
12 procedures as indicated in the charter contract.

13 b. The Board shall receive written approval from the
14 charter school to include the charter school in a District-
15 wide grant. The appropriate pro-rata share of grants will
16 be allocated to the charter school, as defined by the
17 grant awarded.

18 c. The charter school is required to maintain adequate
19 records to support grant-funded programs for the
20 minimum years prescribed by the law. The Board may
21 review these records, upon reasonable notice.

22 11. Health, Safety, and Welfare of Staff and Students

23 Carefully planned and executed fire exit drills shall be
24 conducted at the beginning of each semester, at times
25 designated by the principal, following instruction of all classes
26 regarding exits to be used in case of fire. At least one (1) fire
27 exit drill shall be conducted every month school is in session.
28 Any emergency evacuation drill (e.g., "crisis event"), completely
29 performed, may be substituted for a required fire exit drill in a
30 given month. All drills and all deficiencies affecting egress
31 shall be documented in writing.

32 Inspections of all buildings including educational facilities,
33 ancillary plants, and auxiliary facilities for casualty safety, and
34 sanitation shall be conducted at least once during each fiscal
35 year. Conditions that may affect environmental health and

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safety or impair operation of the plant will be reported, with recommendations for corrective action.

Each school cafeteria must post in a visible location and on the school website the school's semiannual sanitation certificate and a copy of its most recent sanitation inspection report.

Under the direction of the fire official appointed by the Board, fire-safety inspections of each educational and ancillary plant located on property owned or leased by the charter school's governing board, or other educational facilities operated by the charter school's governing board, shall be made no sooner than one (1) year after issuance of a certificate of occupancy and annually thereafter. Such inspections shall be made by persons properly certified by the Division of State Fire Marshal to conduct fire-safety inspections in public educational and ancillary plants.

A copy of the fire safety inspection report shall be submitted to the Board and the county, municipality, or independent special fire control district providing fire protection services to the school facility within ten (10) business days after the date of the inspection, in accordance with Florida statute.

Alternate schedules for delivery of reports may be agreed upon between the charter school's governing board, the Board, and the county, municipality, or independent special fire control district providing fire protection services to the site in cases in which delivery is impossible due to hurricanes or other natural disasters. Regardless, if immediate life-threatening deficiencies are noted in the report, the report shall be delivered to the Board and to the county, municipality, or independent special fire control district providing fire protection services immediately.

K. Charter School Website

Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's

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grade pursuant to F.S. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.

Board Annual Report Submission

The Board shall submit an annual report to the FLDOE in a web-based format to be determined by the FLDOE. The report shall include the:

- A. number of draft applications received on or before May 1st and each applicant's contact information;
- B. number of final applications received on or before August 1st and each applicant's contact information;
- C. date each application was approved, denied, or withdrawn; and
- D. date each final contract was executed.

Each year the Board shall submit to the FLDOE the information set forth in A through D.

Nonexclusive Interlocal Agreements

The Board may enter into nonexclusive interlocal agreements with Federal and State agencies, counties, municipalities, and other governmental entities that operate within the geographical borders of the District to act on behalf of such governmental entities in the inspection, issuance, and other necessary activities for all necessary permits, licenses, and other permissions that a charter school needs in order for development, construction, or operation. A charter school may use, but may not be required to use, the District for these services. The interlocal agreement must include, but need not be limited to, the identification of fees that charter schools will be charged for such services. The fees must consist of the governmental entity's fees plus a fee for the Board to recover no more than actual costs for providing such services. These services and fees are not included within the services to be provided pursuant to F.S. 1002.33(20).

Interpretation

If a court or agency of competent jurisdiction invalidates any provision of this policy or finds a specific provision to be in conflict with the Florida Constitution, Florida statutes, the Florida Administrative Code, or any rule or policy prescribed by FLDOE,

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1 then all of the remaining provisions of this policy shall continue unabated and in full
2 force and effect.

3 In the event that an existing charter school contract provision is found to be
4 inconsistent with this policy, the charter contract provision prevails. Any charter
5 approved after the adoption of this policy is required to be fully consistent with this
6 policy.

7 F.S. 39.203, Chapter 120, 218.39, 218.391, 218.503, 286.23, 768.095

8 F.S. 1001.10(5), 1001.41, 1002.31, 1002.33, 1002.345, 1008.31, 1008.34

9 F.S. 1011.60, 1012.01, 1012.315, 1012.32, 1013.12

10 Chapter 96-186(1) Laws of Florida

11 F.A.C. 6A-1.0081, 6A-1.099827, 6A-2.0020, 6A-6.0781, ~~through~~ 6A-6.0784

12 F.A.C. 6A-6.0786, 6A-6.07862, 6A-6.0787, 6A-6.0788

13 FLDOE Forms IEPC-M1, IEPC-M2, IEPC-~~M3~~SC, IEPC-VI, IEPC-V2, IEPC-M1A

14 Technical Change 1/14/16

15 © NEOLA 2016~~2~~

Contributions to Health Insurance Plans / Non Represented Employees

Blue Options 5774 Total Per Pay

Board Contribution \$270.00

Employee Only \$12.00

Employee Spouse \$208.50

Employee Child(ren) \$199.00

Employee Family \$266.00

Blue Options 5772 Total Per Pay

Board Contribution \$270.00

Employee Only \$56.50

Employee Spouse \$278.50

Employee Child(ren) \$267.50

Employee Family \$344.00

Blue Options 5770 Total Per Pay

Board Contribution \$270.00

Employee Only \$106.00

Employee Spouse \$360.50

Employee Child(ren) \$347.50

Employee Family \$435.50

Effective Date: December 1, 2016

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SECOND AMENDED SCHOOL BOARD RESOLUTION #2014-08

A RESOLUTION OF THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
ESTABLISHING SCHOOL BOARD MEETING PROTOCOLS; PROVIDING SEVERABILITY;
AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The School Board of Indian River County, Florida (hereinafter "School Board")
has established in School Board Policy 0160 its expectations for conducting its meetings; and

WHEREAS, in furtherance of School Board Policy 0166.1 entitled Work Sessions, the
School Board is required to establish how each type of School Board work session is to be
recorded and the seating configuration; and

WHEREAS, the School Board adopted School Board Resolution #2014-08 on September
24, 2013, as amended on November 5, 2013, and as further amended by this document.

NOW, THEREFORE, be it resolved by the School Board of Indian River County, Florida as
follows:

1. Revised Meeting Protocols. The attached updated chart of School Board work
sessions and seating configurations shall be followed in all future meetings of the
School Board.
2. Review. The School Board shall annually review its meeting protocols and make
such revisions as it deems appropriate.
3. Severability and Invalid Provision. If any one or more of the provisions herein
contained shall be held contrary to any express provision of law, or shall for any
reason whatsoever be held invalid, then such provision shall be null and void and
shall be deemed severable from the remaining provisions, and shall in no way
affect the validity of any of the other provisions herein.
4. Effective Date. This Resolution shall become effective immediately upon
adoption.

DONE AND ADOPTED at a duly noticed public meeting of the School Board of
Indian River County, Florida held on the 10th day of January 2017.

THE SCHOOL BOARD OF INDIAN RIVER
COUNTY, FLORIDA

By: _____
Charles G. Searcy, Chairman

ATTEST

By: _____
Mark J. Rendell, Ed.D, Superintendent

BOARD MEETING SETUP PROCEDURES

Type of Meeting	Recording	Seating
Regular Business Meetings and Union Impasse Hearings	Televised with replays and posted to the website	Dais
Special Called Board Meetings	Televised or audio-posted to the website	Dais
Quasi-Judicial School Board Hearings - includes <ul style="list-style-type: none"> Employee discipline Employee termination 	Audio-posted to the website	Dais
Expulsion Hearings	Audio/Confidential	One Table in Separate Room/Closed to the public
Workshops i.e., curriculum, facilities	Televised - Wide Shot or PowerPoint with replays as directed by Superintendent and posted to the website	TEC/Three sided U-shape facing automatic screen
Discussions – includes <ul style="list-style-type: none"> Board Advisory Civic Intergovernmental 	Audio/Posted to the website	Square Tables based upon number of attendees
Information Session <ul style="list-style-type: none"> With Superintendent 	No Recording	One table with six chairs
Town Hall	Audio/posted to website	Informal

All meetings of the School Board of Indian River County, Florida shall have a published agenda and minutes of the meeting will be taken.