

**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 discussion by the Board with respect to any matter considered at this discussion session, 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.

Date: December 13, 2016

Time: 9:00 p.m.

Room: Teacher Education Center (TEC)

Superintendent's Workshop Agenda

- I. CALL WORKSHOP TO ORDER
- II. PURPOSE OF THE WORKSHOP
- III. PRESENTATIONS
 - A. Discussion of Proposed Changes to Board Policies**
- IV. ADJOURNMENT

Anyone who needs a special accommodation may contact the School District's American Disabilities Act Coordinator at 564-3175 (TTY 564-8507) at least 48-hours in advance of the workshop. NOTE: Changes and amendments to the agenda can occur prior to the workshop. All workshops 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. Workshops 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 workshop. 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>.

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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.	Superintendent
154	Motions	Technical Correction.	Superintendent
156	Legal Counsel	Technical Correction.	Superintendent
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.	Bill
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.	Bill
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.	Bill

Summary Points for Recommended Board Policy Changes Vol. 17, No. 1-Full Release Incl. IT Collection			
Policy #	Policy Title	Summary Points	Owner
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.	Bill
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.	Bill
2260	Nondiscrimination and Access to Equal Educational Opportunity	Technical Correction.	Pam & Bill
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.	Pam
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.	Pam
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.	Pam

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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.	Pam	
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.	Pam	
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.	Bill	
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.	Bill	

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Policy #	Policy Title	Summary Points	Owner
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.	Bill
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.	Bill
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.	Bill
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.	Bill
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.	Bill

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Policy #	Policy Title	Summary Points	Owner
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.	Bill
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.	Bill
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.	Bill
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.	Bill
5136	Wireless Communication Devices	A statement that the definition of Wireless Communication Devices is found in Bylaw 0100 has been added as the opening sentence of this policy. The definition of Wireless Communication Device that was included after Options A or B and Options C or D were selected has been deleted. References to Wireless Communication Devices throughout the remainder of the policy have been replaced with "WCDs", which is also referenced in the first sentence.	Bruce

Summary Points for Recommended Board Policy Changes Vol. 17, No. 1-Full Release Incl. IT Collection			
Policy #	Policy Title	Summary Points	Owner
5136.01	Electronic Equipment	Reference to the definition of Technology Resources in Bylaw 0100 was added in the first paragraph. The term Technology Resources is capitalized throughout to indicate that it is a term of art for which there is a definition applicable to the District's policies. Given the popularity of "BYOD" efforts in schools, the second sentence, which may be in your current policy, has been designated Option 1. Clients are encouraged to re-consider this commitment to supply "any" needed electronic equipment and to prohibit students from possessing electronic equipment. On page 1, tablets, smartphones, and e-readers were added to the list of electronic equipment that students could be prohibited from using on school property by the Board. If you choose Option 2A, you are restricting the use of Technology Resources and other electronic equipment/devices in school for educational and instructional purposes only. If you choose Option 2B, you are authorizing the use of Technology Resources and other electronic equipment/devices for educational or instructional purposes only during instructional time, and you are permitting use of Technology Resources and other electronic equipment/devices during non-instructional time for any use that is consistent with the District's Policy 7540.03 Student Technology Acceptable Use and Safety. "Camera(s)" are replaced throughout by Technology Resources because that term includes SLR and DSLR cameras, and there are other types of Technology Resources that can make digital images, e.g. smartphones, tablets, et cetera.	Bruce
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."	Pam

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Policy #	Policy Title	Summary Points		Owner
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 <u>statutorily correct</u> .		Pam
5511	Dress and Grooming	Revisions to this policy are a result of newly-created F.S 1011.78, which is referred to as the "Students Attired for Education (SAFE) Act." The SAFE act provides an opportunity for Districts to receive an annual award of not less that \$10 per student in K-8 grade, if the District adopts and implements a standard attire policy. The \$10 per student award is not guaranteed and is based on legislative funding availability.		Pam
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 form 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 <u>policy is being changed, also</u> .		Pam
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 <u>required by Florida law</u> .		Pam
5830	Student Fund Raising	If the District chooses to establish New policy 6605 Crowdfunding, changes to this policy enable the District to include language that is consistent with the <u>policy position established in the new policy</u> .		Carter

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Policy #	Policy Title	Summary Points	Owner	
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).	Carter	
6605	Crowdfunding	NEW. This new policy enables the District 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. The new policy provides two options.	Carter	
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).	Carter	
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).	Carter	
7530	Lending of Board-Owned Equipment	The 3rd option on page 2 has been revised to make it clearer that Technology Resources assigned to a staff member may be used off school property, but, if they are and if they have Personally Identifiable Information about students and/or staff saved/uploaded/stored on the Technology Resource, then it is the responsibility of the staff member to have the device locked down so that an unauthorized individual cannot access the device if it lost or misplaced. The term Technology Resources is capitalized throughout to indicate that it is a term of art for which there is a definition applicable to the District's policies. Minor grammatical corrections were made throughout that did not change the meaning or intent of any provisions.	Carter	

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7530.01	Staff Use of Wireless Communication Devices	The Information Technology Collection of policy revisions are being presented as replacement policies. Many of the revisions are scrivner's changes intended to bring consistency between and among the documents with regard to definitions and to update language that had become archaic.	Bruce
7530.02	Staff Use of Wireless Communication Devices	NEW. Reference to the definition of Wireless Communication Devices in Bylaw 0100 was added in the first paragraph, and any references throughout the policy to Wireless Communication Devices have been changed to "PCDs." "GPS-navigation destinations set or modified" was added to the list smartphone uses that should be completed before driving.	Bruce

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Policy #	Policy Title	Summary Points	Owner	
7540	Computer Technology and Networks	<p>The title was changed from “Computer and Technology Network” to simply “Technology” to reflect that “Technology Resources” is now being utilized as a term of art that is more expansive and inclusive than just “computers and networks.” Specified that the Superintendent may develop the District’s Technology Plan, but provide an option for the Board to have final approval of the Plan. Expand the potential 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. Also, in recognition of the significance of developing a thorough District Technology Plan, the document offers an option for the Superintendent to appoint a Technology Governance Committee to oversee and guide the development of the District Technology Plan, which will afford the opportunity for greater input from the District’s various operational departments – administrative, business and educational. Reference to the definition of Technology Resources in Bylaw 0100 was added in the final paragraph on page 1. Define “social media” so it is clear what an individual may be authorized to use for either work or school purposes. Three options of offered with respect to whether staff and/or students are permitted to use District Technology Resources to access and use social media. One permits staff to use it for business purposes, and staff and students to use for educational purposes. The next option prohibits the use of social media by both staff and students. The final option permits staff to use social media, but prohibits students to use it.</p>	Bruce	
7540.01	Technology Privacy	<p>References to the definitions of Technology Resources and Information Resources in Bylaw 0100 are added in the second paragraph. Clarified that the information referenced at the end of the second paragraph is “personal information.”</p>	Bruce	

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7540.02	District Web Page	<p>The title was changed from “District Web Page” to emphasize the policy applies to all web content and services/apps that may be developed by staff members or students. The term “web content, services, and apps” is utilized throughout the document. On page 1, added a definition of “web app.” Inserted language to reflect that the Board may use its own servers or District- affiliated servers for purposes of hosting web content, services, and apps. On page 2, we include a reference to Section 504 and the Americans with Disabilities because the U.S. Department of Education, Office for Civil Rights is currently taking a close look to verify that school district web pages/sites are accessible to students and other individuals with disabilities. Clarify 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. Added 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. We provide two options with regard to whether an administrator (the Superintendent or another administrator) will review and approve the appropriateness of each web service/app, or whether teachers are responsible for confirming the web services/apps that they are using are compliant with COPPA, CIPA, and Section 504/ADA. Provide an option for students to use their District-issued e-mail account to login to web services/apps, or require teachers to obtain written parent permission before allowing a student to use a personal e-mail address to login to a web services/app.</p>	Bruce

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Policy #	Policy Title	Summary Points	Owner
7540.03	Student Network and Internet Responsible Use and Safety	References to the definitions of Technology Resources and Information Resources in Bylaw 0100 are added in the first paragraph. Clarify that the Board intends to regulate the use of District Technology Resources in accordance with applicable local, State and Federal laws, the District's educational mission, and the terms of the Student Code of Conduct. State that wireless communication devices (WCDs) when connected to the District's Technology Resources are also subject to the terms of this policy. Remind users that they must refrain from engaging in illegal or unkind actions, and provide examples of what is meant by illegal and unkind actions. Added language clarifying when students may use District Technology Resources to access and use social media for educational purposes.	Bruce

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Policy #	Policy Title	Summary Points	Owner	
7540.04	Staff Network and Internet Responsible Use and Safety	References to the definitions of Technology Resources and Information Resources in Bylaw 0100 are added in the first paragraph. Clarify that the Board intends to regulate the use of District Technology and Information Resources in a manner consistent with applicable local, State, and Federal laws, as well as the District's educational mission. State that use of Technology Resources and Information Resources, along with wireless communication devices (WCDs), are subject to the Board's acceptable use policy. On the bottom of page 1, we include a more general overview statement that requires users to refrain from engaging in illegal and unkind actions, and we include examples of what is meant by illegal and unkind actions. We deleted 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 do not need to repeat it here. Inserted a statement that users have no expectations of privacy with regard to their use of both District Technology and Information Resources. Changed 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. We added new language concerning staff members' use of District Technology Resources to access and use social media for business-related purposes	Bruce	

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Policy #	Policy Title	Summary Points	Owner	
7540.05	Electronic Mail	The first paragraph was revised to provide a clear statement of the policy's purpose and to explain that district-issued e-mail is for conducting official business, which may include communicating with colleagues, students, parents and community members. On page 4, we reiterate the requirement that users comply with District guidelines in order to properly save and archive e-mails that are constitute public records or student records, or that are subject to a litigation hold. Users are directed to contact the Technology Director, or another administrator who would be identified in the document, if they have questions about e-mail retention.	Bruce	
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. We created a new document specific to students because some of the content from the staff document was not applicable to students (e.g., maintaining public records and implementing a litigation hold). This policy is being offered because more districts are issuing e-mail accounts to students, partially to facilitate the students ability to register and log into web services and apps that their teachers are using in class or for assignments. We advise districts to consult with their legal counsel in order to determine the appropriate procedures to follow to protect student privacy when using such web services/apps and to comply with COPPA. This policy is meant to be read in conjunction with Policy 7540.03, which represents the Board's general acceptable use and safety policy for students.	Bruce	

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7542	Access to Technology Resources from Personal Communication Devices	An optional opening paragraph is provided so that the Board can differentiate between use of its business network and its guest network if both of these have been established. There is a reference to the definitions in Bylaw 0100 for Wireless Communication Devices, Technology Resources, and Information Resources when these terms are first mentioned in either Option #1 or in Option #2. The reference to Bylaw 0100 will be a link so that the reader can toggle to the bylaw and read the definition if s/he desires to do so. After the first reference to Wireless Communication Device, the acronym WCDs is used to refer to Wireless Communication Devices each time the term is referenced throughout the remainder of the policy.	Bruce
7543	Utilization of the District's Website and Remote Access to the District's Network	Several additional resources have been added to the list of resources that could be accessed on the District's network. Revisions have been made to the list of possible standards and regulations to which each individual granted remote access privileges must comply.	Bruce
8300	Continuity of Organizational Operations Plan	NEW. The primary objective of the COOP policy is to provide a structure whereby key District personnel can work together to identify the steps to be taken to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event has occurred. The Continuity of Organizational Operations Plan, once developed, is a confidential document, not subject to public records disclosure.	Bruce

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Policy #	Policy Title	Summary Points	Owner
8305	Information Security	NEW. There is a reference to the definitions in Bylaw 0100 for Technology Resources and Information Resources when these terms are first mentioned in the policy. The reference to Bylaw 0100 will be a link so that the reader can toggle to the bylaw and read the definitions if s/he desires to do so. In the second paragraph the Board determines the 3 classifications of data/information. 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 District Data/Information. The Superintendent is charged with developing procedures to be followed if there is an unauthorized release or a breach of the information/data collected and retained by the District. The policy requires disciplinary consequences if an employee, student, or vendor/contractor does not adhere to the requirements of the policy.	Bruce
8800	Religious/Patriotic Ceremonies and Observances	This policy was revised to incorporate a new requirement that school boards include a written notice in Student Handbooks or similar publications that students have a right not to participate in reciting the Pledge of Allegiance.	Pam
9160.01	Complaint Procedures Related to Alleged Discrimination Regarding Accessibility of District Facilities	Technical Correction.	Bill
9200	Volunteers	NEW. This policy was drafted so that Districts can set forth guidance regarding District volunteers.	Superintendent
9700	Relations with Special Interest Groups	If the District chooses to establish New policy 6605 Crowdfunding, changes to this policy enable the District to include language that is consistent with the policy position established in the new policy.	Superintendent

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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, and funding.	Bruce

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