Equal Access Act

Based on feedback from the Ill. Council of School Attorneys, sample policy 7:330, *Student Use of Buildings – Equal Access*, is rewritten to address the need for more guidance regarding what types of student-led groups are permitted free use of school premises under the Equal Access Act. The policy is also updated due to recent case law updates, including E.D. by Duell v. Noblesville Sch. Dist., 151 F.4th 907 (7th Cir. 2025). In E.D. the Court upheld a school's suspension of a noncurriculum related student-led group for failure to abide by certain conditions in its policy. Sample exhibit 7:330-E, *Application to Establish Noncurriculum Related Student Groups That Are Not School Sponsored and Request for Free Use of School Premises for Meetings*, which is renamed, and sample policy 6:190, *Extracurricular and Co-Curricular Activities*, are also updated to align with the changes to sample policy 7:330.

The following **PRESS** materials are updated:

6:190, Extracurricular and Co-Curricular Activities
7:330, Student Use of Buildings - Equal Access – **REWRITTEN**
7:330-E, Application ~~for~~ to Establish Noncurriculum Related Student Groups ~~t~~That Are Not School Sponsored ~~to~~ and Request for Free Use of School Premises for Meetings – **RENAMED**

Teaching About Religions and Controversial Issues

In February 2026, the U.S. Dept. Of Education updated its *Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools*. The guidance interprets recent U.S. Supreme Court decisions, including Kennedy v. Bremerton School Dist., 597 U.S. 507 (2022), and Mahmoud v. Taylor, 606 U.S. 522 (2025). In the view of the Department, public school employees can engage in visible, personal prayer, even while students are present. Additionally, considering the Mahmoud decision and the evolving law in this area, boards should work with their board attorneys for guidance on managing notice and opt-out from any instruction that could present a "real threat" to a parent's right to direct the religious upbringing of their child.

The following **PRESS** materials are updated:

6:70, Teaching About Religions
6:70-AP, Teaching About Religions
6:80, Teaching About Controversial Issues
7:130, Student Rights and Responsibilities

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS P**olicy **R**eference **M**anual (**PRM**) is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

> **After adoption by the board, each policy should have an adoption date.**

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

> **Administrative procedures should be dated for implementation by the administrative staff and kept separately from the board policy manual.**

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, Board Policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

> **Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**
>
> **Administrative procedures exhibits, always labeled with the "AP, E" format, should be dated for implementation by the administrative staff.**

Five-Year Review

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 480 separate pieces of material, including policies, administrative procedures, and related exhibits.

The following **PRESS** materials are updated:

2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes
2:220-E3, Closed Meeting Minutes
2:220-E5, Semi-Annual Review of Closed Meeting Minutes
2:220-E8, School Board Records Maintenance Requirements and FAQs
2:230, Public Participation at School Board Meetings and Petitions to the Board
3:70, Succession of Authority
4:110-AP2, Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments
4:170-AP1, E1, Accident or Injury Form
4:170-AP1, E2, Memo to Staff Members Regarding Contacts By Media About a Crisis
4:170-AP2, Routine Communications Concerning Safety and Security
4:170-AP4, National Terrorism Advisory System
4:175, Convicted Sex Offender; Screening; Notifications
4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease
5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
5:40, Communicable and Chronic Infectious Disease
5:40-AP, Communicable and Chronic Infectious Disease
5:70, Religious Holidays
5:100-AP, Staff Development Program – **REFORMATTED**
5:110, Recognition for Service
5:130-AP, Email Retention
5:140, Solicitations By or From Staff
5:185-AP, Resource Guide for Family and Medical Leave
5:220-E, Unsatisfactory Performance Report for Substitute Teachers
5:240, Suspension
5:270-E, Notice of Employment
6:60-AP1, E2, Resources for Biking and Walking Safety Education
6:235-E4, ~~Keeping Yourself and Your Kids Safe on Social Networks~~ Online Safety Resources – **RENAMED & REWRITTEN**
7:30, Student Assignment and Intra-District Transfer
7:60-AP1, Challenging a Student's Residence Status
7:60-AP2, Establishing Student Residency
7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease
7:60-AP2, E2, Letters of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident
7:60-AP2, E3, Evidence of Non-Parent's Custody, Control, and Responsibility of a Student
7:80, Release Time for Religious Instruction/Observance
7:190-E1, Aggressive Behavior Reporting Letter and Form
7:190-E4, Acknowledgment of Receiving Student Behavior Policy and Student Conduct Code
7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form
7:240-AP1, Code of Conduct for Extracurricular Activities
8:70, Accommodating Individuals with Disabilities

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule, and/or continuous improvement changes, including subscriber feedback.

2:70-E, Checklist for Filling Board Vacancies by Appointment
2:120-E3, Resolution to Appoint a Delegate to the Illinois Association of School Boards Delegate Assembly – **NEW**
6:120-AP4, Care of Students with Diabetes
8:10, Connection with the Community

Progress Report - The contents of this table frequently change.

Topic	Our Response
Senate Bill (SB) 2427 Limits Student Cell Phone Use in Schools If signed into law, SB 2427 will require school boards to adopt a policy by the 2027-2028 school year to significantly limit student use of personal wireless devices in school, including cell phones. Boards that already have a policy limiting use of such devices during a majority of the school day will have the option of delaying adoption of the new policy until the 2031-2032 school year. SB 2427 includes a bell-to-bell ban for grades K-8 (with specific exceptions), but it allows boards to decide if device use will be permitted during lunch and passing periods for high school students.	Affected **PRESS** materials, including sample policy 7:190, *Student Behavior*, will be updated, and new materials will be created, as appropriate, in **PRESS** Issue 123, to be released in the fall.
Ill. State Board of Education (ISBE) Artificial Intelligence (AI) Guidance Expected Soon P.A. 104-399 requires ISBE to develop statewide guidance by July 1, 2026, on the use of AI in K-12 education across nine different areas, including best practices and evaluation of risks associated with AI use in schools.	Affected **PRESS** materials, including sample policy 6:235, *Access to Electronic Networks*, and sample administrative procedure 6:235-AP3, *Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, will be updated in **PRESS** Issue 123, to be released in the fall.
Corrections to Issue 121 Materials: 7:340-AP1 and 7:340-AP1, E1 It recently came to our attention that due to a technical error, the changes previously made to 7:340-AP1, *School Student Records*, and 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, in **PRESS** Issue 120 were inadvertently not included when these materials were updated again in Issue 121. The changes from Issue 120 have since been properly restored to the Issue 121 materials at **PRESS** Online. If your district downloaded 7:340-AP1 or 7:340-AP1, E1, from **PRESS** Online between the Issue 121 release date (March 31, 2026) and the release of this Issue 122, please re-download these materials to ensure you have the most up-to-date version.	Corrections have been implemented to **PRESS** sample materials 7:340-AP1, *School Student Records*, and 7:340-AP1, E1, *Notice to Parent/Guardians and Students of Their Rights Concerning a Student's School Records*.

PRESS Issue 122 Trivia

127 pages • 28,960 words • 50 PRM materials

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revisions Table, and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the **PRM**.

DELETED. This material has been deleted from the **PRM**.

RENUMBERED. This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

*__**PRM** Style Update Note:__ For purposes of continuous improvement, the **PRESS** editors are working to improve consistency in the use of italics across the **PRM**. Generally, italics are utilized in the **PRM** to indicate:

- the first instance of a term of art or defined term in a material
- when a term is actually being defined
- **PRM** material titles
- names of publications and government programs
- laws with colloquial names (a/k/a)
- emphasis of a particular word or phrase
- instructions within the body of a material

Specific changes to the italicization of words in the body of a particular policy, procedure, or exhibit are not addressed in the Revisions Table, but they can be found in the Committee Worksheets available at **PRESS** Online.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:70-E, Checklist for Filling Board Vacancies by Appointment	The exhibit is updated to correct obsolete links to IASB's website and for continuous improvement.	☐
2:120-E3, Resolution to Appoint a Delegate to the Illinois Association of School Boards Delegate Assembly	**NEW.** A new exhibit is created to assist boards with annually appointing a delegate to the IASB Delegate Assembly (DA) and defining the delegate's authority to act on the board's behalf at the DA.	☐
2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes	The exhibit is updated in response to a five-year review.	☐
2:220-E3, Closed Meeting Minutes	The exhibit is updated in response to a five-year review.	☐
2:220-E5, Semi-Annual Review of Closed Meeting Minutes	The exhibit is updated in response to a five-year review.	☐
2:220-E8, School Board Records Maintenance Requirements and FAQs	The exhibit is updated in response to a five-year review.	☐
2:230, Public Participation at School Board Meetings and Petitions to the Board	The policy, Legal References, Cross References, and footnotes are updated in response to a five-year review.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

3:70, Succession of Authority	The policy is unchanged. The footnotes are updated in response to a five-year review.	☐
4:110-AP2, Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments	The procedure is updated in response to a five-year review. Notice requirements for bus driving comments are clarified.	☐
4:170-AP1, E1, Accident or Injury Form	The exhibit is updated in response to a five-year review.	☐
4:170-AP1, E2, Memo to Staff Members Regarding Contacts By Media About a Crisis	The exhibit is updated in response to a five-year review.	☐
4:170-AP2, Routine Communications Concerning Safety and Security	The procedure is updated in response to: 1. 105 ILCS 5/27-240(a)(5), renumbered by P.A. 104-391; 2. The renaming of 6:235-E4, *Online Safety Resources*; and 3. Continuous improvement.	☐
4:170-AP4, National Terrorism Advisory System	The procedure is updated in response to a five-year review.	☐
4:175, Convicted Sex Offender; Screening; Notifications	The policy is unchanged. The footnotes are updated in response to a five-year review.	☐
4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease	The procedure is updated in response to a five-year review.	☐
5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation	The procedure is updated in response to a five-year review.	☐
5:40, Communicable and Chronic Infectious Disease	The policy, Legal References, and footnotes are updated in response to a five-year review.	☐
5:40-AP, Communicable and Chronic Infectious Disease	The procedure is updated in response to a five-year review.	☐
5:70, Religious Holidays	The Legal References and footnotes are updated in response to a five-year review.	☐
5:100-AP, Staff Development Program	**REFORMATTED.** The procedure is updated in response to a five-year review	☐
5:110, Recognition for Service	The policy is unchanged. The footnote is updated in response to a five-year review.	☐
5:130-AP, Email Retention	The procedure is updated in response to a five-year review.	☐
5:140, Solicitations By or From Staff	The policy is unchanged. The footnote is updated in response to a five-year review.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:185-AP, Resource Guide for Family and Medical Leave	The procedure is updated in response to a five-year review.	☐
5:220-E, Unsatisfactory Performance Report for Substitute Teachers	The exhibit is updated in response to a five-year review.	☐
5:240, Suspension	The policy and footnotes are updated in response to a five-year review. The policy is updated with minor style changes.	☐
5:270-E, Notice of Employment	The exhibit is updated in response to a five-year review.	☐
6:60-AP1, E2, Resources for Biking and Walking Safety Education	The exhibit is updated in response to 105 ILCS 5/27-110, renumbered by P.A. 104-391, and for continuous improvement.	☐
6:70, Teaching About Religions	The Legal References and footnotes are updated in response to Mahmoud v. Taylor, addressing opt-out from curriculum based on parent religious objections. The Legal References are also updated with a minor style change. The footnotes are also updated in response to the U.S. Dept. of Education's *Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools* (2026), and for continuous improvement.	☐
6:70-AP, Teaching About Religions	The procedure is updated in response to in response to Mahmoud v. Taylor, addressing opt-out from curriculum based on parent religious objections.	☐
6:80, Teaching About Controversial Issues	The Legal References, Cross References, and footnotes are updated in response to Mahmoud v. Taylor, addressing opt-out from curriculum based on parent religious objections. The footnotes are also updated in response to Kluge v. Brownsburg Cmty. Sch. Corp., 150 F.4th 792, 813 (7th Cir. 2025), leaving unsettled the issue of whether a district's accommodation of a teacher's religious objection to calling students by their preferred names and pronouns was an undue hardship.	☐
6:120-AP4, Care of Students with Diabetes	The procedure is updated to correct an obsolete link to IASB's website, and for continuous improvement.	☐
6:190, Extracurricular and Co-Curricular Activities	The policy and footnotes are updated to align with the changes made to 7:330, *Student Use of Buildings – Equal Access*, and for continuous improvement.	☐
6:235-E4, ~~Keeping Yourself and Your Kids Safe on Social Networks~~ Online Safety Resources	**RENAMED & REWRITTEN.** The exhibit is renamed and rewritten in response to a five-year review.	☐
7:30, Student Assignment and Intra-District Transfer	The policy and footnotes are updated in response to a five-year review. Minor style updates are made to the policy.	☐
7:60-AP1, Challenging a Student's Residence Status	The procedure is updated in response to a five-year review.	☐
7:60-AP2, Establishing Student Residency	The procedure is updated in response to a five-year review.	☐
7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease	The exhibit is updated in response to a five-year review.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:60-AP2, E2, Letters of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident	The exhibit is updated in response to a five-year review.	☐
7:60-AP2, E3, Evidence of Non-Parent's Custody, Control, and Responsibility of a Student	The exhibit is updated in response to a five-year review.	☐
7:80, Release Time for Religious Instruction/ Observance	The policy is unchanged. The footnotes are updated in response to a five-year review.	☐
7:130, Student Rights and Responsibilities	The Legal References are updated to include the Equal Access Act, Every Student Succeeds Act, Kennedy v. Bremerton Sch. Dist., and for continuous improvement. The footnotes are updated in response to: 1. U.S. Dept. of Education *Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools* (2026); 2. Kennedy v. Bremerton Sch. Dist., addressing, in part, a student's ability to voluntarily pray alongside a staff member; 3. The Equal Access Act, 20 US.C. §4071(a), requiring districts to give certain noncurriculum related student groups access to district facilities for meetings as a condition of federal funding.	☐
7:190-E1, Aggressive Behavior Reporting Letter and Form	The exhibit is updated in response to a five-year review.	☐
7:190-E4, Acknowledgment of Receiving Student Behavior Policy and Student Conduct Code	The exhibit is updated in response to a five-year review.	☐
7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form	The exhibit is updated in response to a five-year review.	☐
7:240-AP1, Code of Conduct for Extracurricular Activities	The procedure is updated in response to a five-year review.	☐
7:330, Student Use of Buildings – Equal Access	**REWRITTEN.** The policy is rewritten for the reasons stated in the **Equal Access Act** bundle, above.	☐
7:330-E, Application ~~for~~ to Establish Noncurriculum Related Student Groups ~~t~~That Are Not School Sponsored ~~to~~ and Request for Free Use of School Premises for Meetings	**RENAMED.** The exhibit is updated for the same reasons as 7:330, *Student Use of Buildings – Equal Access*, above.	☐
8:10, Connection with the Community	The policy is unchanged. The footnotes are updated with a link to resources on best practices for school board member social media use, and for continuous improvement.	☐
8:70, Accommodating Individuals with Disabilities	The policy, Legal References, and footnotes are updated in response to a five-year review.	☐