

Update Memo

PRESS

Policy Reference Education Subscription Service

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Instructions

You are encouraged to share this **PRESS** Update Memo with all board members and appropriate staff. It may be viewed and downloaded from **PRESS Online**: iasb.com/policy/login.cfm. Subscribers are mailed the current password with each **PRESS** issue.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online** – the committee worksheets and the updated Policy Reference Manual pages. The committee worksheets show suggested changes to **PRESS** material (including administrative procedures and exhibits) by striking out deleted words and underscoring new words. The updated Policy Reference Manual pages contain all of the material in this **PRESS** issue; you can use them to update your district manuals.

This publication is designed to provide information only and is not a substitute for legal advice from the school board's legal counsel. If you have any questions, please contact Melinda Selbee, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1231, or Kimberly Small, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1226.

New Legislation

The legislative session's close left us with many policies and procedures to update. The two bills described below have immediate effective dates and significantly impact school business and practices.

P.A. 98-716, effective 6-16-2014, removed the requirement that new employees be screened for tuberculosis. School boards must still require **new** employees (not just teachers) to present evidence of physical fitness to perform duties assigned and freedom from communicable disease. P.A. 98-716 also:

1. Expands this requirement's scope by adding a definition of *employee* that includes student teachers and contractors' employees who are subject to criminal background investigations. Thus, each contractor's employee who begins providing services in the district after June 16, 2014 and who will have direct, daily contact with one or more student(s) must present evidence of physical fitness to perform duties assigned and freedom from communicable disease. This also applies to substitute teachers.
2. Provides that new or existing employees may be subject to additional health examinations, including a tuberculosis screen, as required by the Department of Public Health or local public health official. As of Aug. 2014, the Department of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and pre-school settings (77 Ill.Admin.Code §696.140(a)(3)).
3. Continues to permit a board to require any employee to undergo a health examination. This provision is significantly limited by the Americans with Disabilities Act. This federal law allows medical inquiries of current employees only when job-related and consistent with a business necessity, or part of the voluntary employee wellness program.

P.A. 98-669, effective 6-26-14, significantly changed the requirements for a bullying policy. The requirements are so extensive that we needed to rewrite our bullying policy.

We gave priority to the **PRESS** material implementing these bills and included them in this **PRESS** issue. The October **PRESS** issue will contain the remaining policies and procedures that need attention as a result of legislation.

School Board

►2:20, Powers and Duties of the School Board; Indemnification. The policy is renamed and amended by:

1. Adding the following as #1 in the list of the school board’s powers and duties:

Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board’s responsibilities in accordance with State and federal law.

A footnote provides an alternative for boards that elect officers for one year terms and/or hold organizational meetings annually.

2. Removing indemnification requirements from the list of board powers and duties and adding an entire paragraph on indemnification as follows:

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

A new footnote explains:

Public officials or employees who are sued or incur loss because of the performance of their duties imposed or authorized by law on behalf of the public entity are entitled to indemnification. McQuillan on Municipal Corporations §12.137 (3rd ed.). Public employees who must defend themselves in actions based upon the performance of official duties are entitled to indemnification. Wayne Twsp Bd of Auditors v. Ludwig, 507 N.E.2d 199 (Ill. App. 2d, 1987). The public’s interest is served by indemnifying public officials and employees in the performance of their official duties in order to recruit and retain qualified public employees and officials.

The paragraph and footnote on indemnification were kindly provided by **Larry Kuster**, Rammelkamp Bradney, Attorneys at Law. He is a member of our **PRESS** advisory board. We appreciate his assistance and continue to welcome feedback and suggestions from subscribers.

Quo Warranto Actions

Be sure to check out the information about *quo warranto* actions in an amended footnote of policy 2:60, *Board Member Removal from Office*, listed below as a Five Year Review. A quo warranto action is a rarely used method to remove a board member who holds his/her office unlawfully, among other things. Illinois has had some of these actions in its courts over the last five years. This type of lawsuit is generally brought by the Ill. Atty. Gen. (AG) or the appropriate State’s Attorney. If neither of them brings the suit, it may be brought by a plaintiff after court approval and other certain conditions are met.

- 2:200, **Types of School Board Meetings.** The policy is unchanged. Footnotes are amended to add citations to and discussion of Ill. Atty. Gen. Public Access Counselor Opinions (PAOs) that have been issued since the policy’s last update.

- 2:220, **School Board Meeting Procedure.** The policy is unchanged. Footnotes are amended as discussed in policy 2:200, *Types of School Board Meetings*, above.

- 2:230, **Public Participation at School Board Meetings and Petitions to the Board.** The policy is unchanged. Footnotes are amended with citations to court decisions issued since the policy’s last update.

Operational Services

- 4:45-AP, **Administrative Procedure, Insufficient Fund Checks.** A footnote is moved into the text of the procedure. No other substantive changes were made.

Amendments to Local Debt Recovery Act Materials On Hold

Please see the **Progress Report** section below for a message from the Office of the Illinois Comptroller about the status of the Local Debt Recovery Program.

- 4:60, **Purchases and Contracts.** This policy is updated in response to P.A. 98-716 and to add the restrictions on contractors’ employees who have a specified criminal conviction (previously in 4:170, *Safety*). The list of contract requirements now includes these mandates for contractors:

- a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/21B-80 to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
- b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

A new footnote identifies the procedure to implement item a., that is, 4:60-AP3, *Administrative Procedure - Criminal History Records Check of Contractor Employees*. Another new footnote explains the requirements in P.A. 98-716 as described under **New Legislation**, above. The Legal References and Cross References are also updated.

- ▶ **4:60-AP1, Administrative Procedure - Purchases.** Additions are made to the requirements for contracts to implement P.A. 98-716 and to cover the required criminal background checks of certain contractors' employees. This is described more fully above in 4:60, *Purchases and Contracts*. We also moved several citations from the footnotes into the procedure.

Personnel

- ▶ **5:30, Hiring Process and Criteria.** The policy is updated to implement P.A. 98-716 as described in **New Legislation**, above. The policy changed as follows:

Physical Examinations

New employees Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease ~~, including tuberculosis.~~ All The physical fitness examinations ~~and tests for tuberculosis~~ examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assis-

tant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination ~~and tuberculin test~~ performed no more than 90 days before submitting evidence of it to the ~~Board~~ District.

A footnote explains the requirements in P.A. 98-716 as described under **New Legislation**, above. The Legal References and Cross References are also updated.

- ▶ **5:120-AP2, Administrative Procedure - Employee Conduct Standards.** The procedure is updated as follows:

1. To clarify that a violation of the conduct standards may result in dismissal, we amended this sentence: "The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action, up to and including dismissal."
2. Responding to the national focus on bullying and hazing, we amended this conduct standard: "4. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, hazing, substance abuse, and violence, and free from bias and discrimination. ...Violations of this standard include, but are not limited to: [a-e are unchanged] and (f) ~~tolerating~~ failing to appropriately respond to a witnessed or reported incident of student-on-student bullying, harassment, hazing, or teen dating violence."
3. ISBE published *Professional Testing Practice for Educators*, in which it required penalties for violating its provisions. These were not adopted by promulgated rule. Nevertheless, we added the following: "Comply with the Professional Testing Practices for Educators, prepared and published by the Illinois State Board of Education for educators who administer any standardized test. This document contains numerous examples of actions that violate test security; actions that must not be part of test preparation; actions that must not occur during test administration; and actions that must be avoided when reporting test results."
4. To the list of named policies to which employees must comply we added 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment).
5. We amended the citation to employment disqualifying criminal offenses to state "Section 5/10-21.9 or 5/21B-80 of the School Code."

► **5:260, Student Teachers.** The policy is amended by adding the following sentence to clarify that no one may serve as a student teacher who was convicted of a crime specified in the School Code: “No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code is permitted to student teach or complete field or other clinical experience.”

The following new paragraph implements (1) the requirement to conduct a criminal background check on individuals seeking to be a student teacher, and (2) P.A. 98-716, as described under **New Legislation**, above:

Before permitting an individual to student teach or participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a *complete criminal history records check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

The footnotes, Legal References, and Cross References are also updated.

► **5:330, Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves.** The policy language in the **Sick and Bereavement Leave** subhead is amended in response to subscribers’ feedback as follows:

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive who work at least half-time are entitled to sick leave days on the same basis as full-time employees, but the pay equivalent to their regular workday will be based on the employee’s average number of part-time hours per week.

The amendments intend to prevent districts from granting full-time sick leave to employees who are working part-time hours.

Footnotes are also amended in response to subscribers’ feedback. One footnote provides new options to choose from if a district wants to include an Ill. Municipal Retirement Fund requirement that public bodies have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement.

Students

Who is a *school official* for purposes of access to student records without prior consent?

The answer is not always apparent under Section 10/6 of the School Student Records Act and Section 14/8.02(g) of the federal Family Educational Rights and Privacy Act (FERPA). FERPA requires districts to notify parents of who falls in this category. **PRESS** exhibit 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records*, does this by stating:

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

Kathryn Vander Broek and **Yashekia Simpkins**, Hinshaw & Culbertson LLP, reminded us that the Board Attorney should be consulted before allowing individuals to access a student’s school record in all but the obvious cases.

► **7:10-AP, Administrative Procedure - Accommodating Transgender Students or Gender Non-Conforming Students. NEW.** The procedure is intended to help school districts through the accommodation process when they have a transgender student or gender non-conforming student. The goal of an accommodation is to allow a transgender or gender non-conforming student to equally participate in educational and extracurricular opportunities. There is no statutory mandate requiring procedures for accommodating transgender or gender non-conforming students. However, this procedure is consistent with risk control measures for a developing and unsettled area of the law in which the federal Office of Civil Rights and Department of Justice have issued guidance. Central to this procedure is the necessity to work with students on a case-by-case basis in consultation with the board attorney.

7:10-AP, continued next page

7:10-AP (continued)

This procedure contains the following sections:

1. Gender-Based Discrimination Is Prohibited
2. Gender-Based Bullying and/or Harassment Is Prohibited
3. Terminology and Definitions
4. Relevant Board Policies for Accommodations, Supports, and Inclusion of Transgender or Gender Non-Conforming Students
5. Common Needs for Transgender or Gender Non-Conforming Students; Accommodations and Supports
6. Training for School Staff Members
7. Resources

► **7:20, Harassment of Students Prohibited.** The policy language lists protected statuses from the anti-bullying statute word-for-word, despite some statuses being irrelevant to students in K-12. Added statuses include: *national origin, military status, and unfavorable discharge status from military service.*

Based upon a U.S. Dept. of Education (DOE) guidance document stating that acts of sexual violence may also be discrimination under Title IX, we added the term *sexual violence* to the policy, along with examples of it discussed in DOE guidance documents. This information was formerly discussed in the footnotes to this policy. We amended footnotes throughout and the Cross References.

► **7:180, Prevention of and Response to Preventing Bullying, Intimidation, and Harassment.** The policy is rewritten to comply with new legislation as follows:

1. P.A. 98-669 (eff. 6-26-2014). It significantly amended the bullying prevention statute, 105 ILCS 5/27-23.7. It specifies 12 requirements for boards to cover in a bullying prevention policy. The rewritten policy contains these requirements and directs the superintendent or designee to develop and maintain a bullying prevention and response plan that is consistent with them. The footnotes contain five alternatives or options for boards to consider making to the default language.
2. P.A. 98-801 (eff. 1-1-2015). It amended the bullying prevention statute by adding provisions concerning *cyber-bullying* at nonschool-related locations or functions or from the use of a device that is not owned, leased, or used by a school district or school. Board policy must prohibit *cyber-bullying* if it causes a substantial disruption to the educational process or orderly operation of

a school. The legislation specifically states that a school is not required to monitor nonschool-related activities, functions, or programs. The legislation also requires that the district policy include a process to investigate whether a reported act of bullying is within the permissible scope of the district's or school's jurisdiction and requires that the district or school provide the victim with information regarding services that are available within the district and community.

► **7:240, Conduct Code for Participants in Extracurricular Activities.** The policy is amended in response to the increased focus on bullying and hazing. Specifically, the requirements for the extracurricular conduct code are amended as follows:

The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on ~~and~~ or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (23) notify participants that failure to abide by it could result in removal from the activity.

A policy is added to the Cross References: 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment).

► **7:240-AP1, Administrative Procedures - Code of Conduct for Extracurricular Activities.** The following paragraph is added in response to the increased focus on bullying and hazing:

Hazing and bullying activities are strictly forbidden at any time and in any location. Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. (Adapted from the definition of hazing adopted by the National Federation of State High School Associations.) Bullying is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities. (Adapted from the definition of bullying included in the Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.)

Progress Report: The contents of this table frequently change.

Topics	Our Response
<p>Local Debt Recovery Program The following message is from the Ill. Office of the Comptroller (IOC):</p> <p>In an effort to find an opportunity for the State of Illinois' Local Debt Recovery Program (LDRP) to assist school districts, a series of helpful discussions have occurred between the IOC, Assistant General Counsel Kimberly Small of the Illinois Association of School Boards (IASB), as well as a group of attorneys she recommended from around the state who specialize in representing the interests of local school districts.</p> <p>The IASB staff and attorneys have highlighted the complexities school districts face in recovering debt owed to them, particularly with respect to fee waiver eligibility. We look forward to a continued shared effort and review of statutes, policies, and issues.</p> <p>The IOC remains committed to working with the IASB and education professionals and counsel with an eye toward a possible partnership in recovering unpaid debt for school districts around the State.</p>	<p>We are in the process of amending PRESS materials that address the Local Debt Recovery Act. We hope to include them in the Oct. 2014 issue of PRESS.</p> <p>Please remember: No district can enter the Local Debt Recovery Program without (a) assistance from the Board attorney, and (b) entering into an intergovernmental agreement with the IOC.</p>
<p>Medical Reviews Medical reviews are a component of the evaluation process used to assess students' eligibility for special education services. In 2010, ISBE adopted rules to expand the list of practitioners who were deemed qualified to conduct medical reviews. In 2012, ISBE amended that rule to, in part, limit to certified school nurses (CSNs) the authority to make recommendations concerning any educational accommodations, modifications, or interventions that a student may need. This rule had a delayed effective date of one year, to July 2013. After hearing concerns from school districts that they lack CSNs to perform these services, ISBE again proposed a rule amendment. This amendment will delay the rule's implementation until July 1, 2015 and makes other important changes to the medical review process.</p>	<p>We will amend relevant PRESS material to note this rule change after the rule is effective.</p>
<p>Physical Education Taskforce P.A. 97-1102 created the Enhance Physical Education Taskforce (EPETF). Its purpose is to:</p> <ol style="list-style-type: none"> 1. Make recommendations to the Governor and the General Assembly for the Illinois Learning Standards for Physical Development and Health based upon research in neuroscience that impacts the relationship between physical activity and learning; and 2. Promote and recommend enhanced physical education programs that districts can integrate with a broader wellness strategy and health curriculum in elementary and secondary schools. <p>Several reports are available at the following link: www.isbe.net/EPE/html/EPETF.htm#rpts.</p>	<p>We will amend PRESS materials if the General Assembly enacts laws based upon this report's recommendations.</p>
<p>Common Core Implementation ISBE finalized its rules that incorporate by reference the: <i>Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects</i>, and <i>Common Core State Standards for Mathematics</i>, both published by the Common Core State Standards Initiative. They are referred to as <i>common core standards</i> and are posted at: www.corestandards.org/the-standards/english-language-arts-standards, and www.corestandards.org/the-standards/mathematics.</p> <p>Both replace State goals and standards for English and math in Appendix D to Part 1.</p>	<p>We are amending references to State goals and standards by referring to the common core standards in applicable footnotes and policies as they are reviewed.</p>

Revisions to Policies, Administrative Procedures and Exhibits

Number and Title	Action <i>The memo describes the revisions.</i>
2:20, Powers and Duties of the School Board; <u>Indemnification</u>	RENAMED. Policy, footnotes, and Cross References are updated in response to feedback.
2:200, Types of School Board Meetings	Policy is unchanged. Footnotes cite Public Access Counselor Opinions.
2:220, School Board Meeting Procedure	Policy is unchanged. Footnotes cite Public Access Counselor Opinions.
2:230, Public Participation at School Board Meetings and Petitions to the Board	Policy is unchanged. Footnotes are amended with citations to court decisions.
4:45-AP, Administrative Procedure - Insufficient Fund Checks	Footnote text is moved into the procedure.
4:60, Purchases and Contracts	Policy, footnotes, Legal References, and Cross References are updated in response to State legislation and to add other provisions.
4:60-AP1, Administrative Procedure - Purchases	Procedure is updated in response to State legislation and to add other provisions.
5:30, Hiring Process and Criteria	Policy, footnotes, Legal References, and Cross References are updated in response to State legislation and to add other provisions.
5:120-AP2, Administrative Procedure - Employee Conduct Standards	Procedure is updated in response to ISBE requirements and to add other provisions.
5:260, Student Teachers	Policy, footnotes, Legal References, and Cross References are updated in response to State legislation and to add other provisions.
5:330, Sick Days, Vacation, Holidays, and Leaves	Sick and Bereavement Leave subhead is amended. Footnotes are updated with new options.
7:10-AP , Administrative Procedure - Accommodating Transgender Students or Gender Non-Conforming Students	NEW. Procedure is added in response to guidance from the federal Office of Civil Rights and Department of Justice.
7:20, Harassment of Students Prohibited	Policy, footnotes, and Cross References are updated.
7:180, Prevention of and Response to Preventing Bullying, Intimidation, and Harassment	REWRITTEN and RENAMED.
7:240, Conduct Code for Participants in Extracurricular Activities	Policy and Cross References are updated.
7:240-AP1, Administrative Procedure - Code of Conduct for Extracurricular Activities	Procedure is updated.

Five Year Review

To further our commitment to continuous improvement, we attempt to review each policy and administrative tool that was not updated during the previous five years. This process keeps our material aligned with good governance principles and keeps the footnotes and Legal References current. Moreover, this process provides an occasion for school board members and administrators to review their materials to ensure that they are fulfilling their purpose

Number and Title	Action
2:40, Board Member Qualifications	The policy is unchanged. Nonsubstantive edits are made to the footnotes.
2:50, Board Member Term of Office	The policy is unchanged. Nonsubstantive edits are made to the footnotes.
2:60, Board Member Removal from Office	The policy is unchanged. The footnotes now include reference to notable Illinois <i>quo warranto</i> actions. For more on this policy, see the textbox in the School Board section above.
2:80, Board Member Oath and Conduct	The policy is unchanged. Clarifications are made to the Cross References. Nonsubstantive edits are made to the footnotes.
2:220-E1, Exhibit - Board Treatment of Closed Meeting Verbatim Records and Minutes	Minor clarifications are made to the procedure.
2:240, Board Policy Development	The policy is unchanged. A minor clarification is made to a link in the footnotes.
2:250-E1, Exhibit - Written Request for District Public Records	The exhibit is unchanged. Non substantive style edits are made.
2:260-AP2, Administrative Procedure - Nondiscrimination Coordinator and Complaint Manager	The procedure is updated to list new material in the Applicable Policies and Procedures section, and a link in the Resources section is fixed.
4:40, Incurring Debt	The policy is unchanged. Nonsubstantive edits are made to the footnotes.
4:55, Use of Credit and Procurement Cards	The policy is unchanged.
4:55-AP, Administrative Procedure - Controls for the Use of District Credit and Procurement Cards	The procedure is unchanged.
4:70-AP, Administrative Procedure - Resource Conservation	The procedure is updated to delete past dates. Nonsubstantive edits are made to the footnotes.
4:90, Activity Funds	The policy is updated. Nonsubstantive edits are made to the footnotes.
4:110-AP1, Administrative Procedure - School Bus Post-Accident Checklist	The procedure contains one minor legal reference clarification.
4:170-AP2, E4 7:190-AP6, E1 , Exhibit - Letter to parents/Guardians About Preventing and Reducing Incidences of Sexting	RENUMBERED. The exhibit contains an edit to the Criminal Code citation, minor edits for clarification, and updated links.
5:10-AP, Administrative Procedure - Workplace Accommodations for Nursing Mothers	The procedure is unchanged.
5:310, Compensatory Time-Off	The policy is unchanged. Nonsubstantive edits are made to the footnotes.
5:310-E, Exhibit - Agreement to Receive Compensatory Time-Off	The exhibit is unchanged.
6:120-AP1, E2, Exhibit - Special Education Required Notice and Consent Forms	The exhibit is unchanged.
6:120-AP2, Administrative Procedure - Access to Classrooms and Personnel	One outdated reference to a public act is deleted.
6:120-AP2, E1, Exhibit - Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes	The exhibit is unchanged.

Five Year Review *continued*

Number and Title	Action
6:300-E1, Exhibit - Application for a Diploma for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict	The exhibit is unchanged.
7:40-AP, Administrative Procedure - Placement of Nonpublic School Students Transferring Into the District	The procedure contains an updated link.
7:60-AP2, E1, Exhibit - Letter of Residence from Landlord in Lieu of Lease	The exhibit is unchanged.
7:60-AP2, E2, Exhibit - Letter of Residence to be Used When the Person Seeking to Enroll a Student Is Living with a District Resident	The exhibit is unchanged.
7:60-AP2, E3, Exhibit - Evidence of Non-Parent's Custody, Control, and Responsibility of a Student	The exhibit is unchanged.
7:170, Vandalism	The policy is unchanged. Nonsubstantive edits are made to the footnotes.
7:200, Suspension Procedures	The policy is unchanged. Significant edits are made to the footnotes.
7:240-AP2, Administrative Procedure - Extracurricular Drug and Alcohol Testing Program	The procedure is unchanged.
7:250-AP2, Administrative Procedure - Protocol for Responding to Students with Social, Emotional, or Mental Health Problems	The procedure is unchanged. Nonsubstantive edits are made to the footnotes.
7:280-AP, Administrative Procedure - Managing Students with Communicable and Infectious Diseases	The procedure is amended with citations to new amended and renumbered administrative rules.
7:310-AP, Administrative Procedure - Guidelines for Student Distribution of Non-School Sponsored Publications	The procedure is unchanged. Nonsubstantive edits are made to the footnotes.
8:25-AP, Administrative Procedure - Advertising and Distributing Materials in Schools Provided by Non-School Related Entities	The procedure includes a new note to discuss a relevant, but non-binding, distribution of non-religious materials case from Texas.
8:100, Relations with Other Organizations and Agencies	The policy is unchanged. Nonsubstantive edits are made to the footnotes.

Acknowledgement to PRESS Advisory Board

Before each **PRESS** issue is published, a group of distinguished individuals provides input and suggestions. We appreciate their contributions and thank them sincerely.

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