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members and appropriate staff

ISSUE 92, July 2016

# 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. Note: On or before July 31, 2016, the PRESS Update Memo may be viewed and downloaded from PRESS Online at [iasb.com/policy/login.cfm](http://iasb.com/policy/login.cfm), using the password mailed with this PRESS issue.

#### Effective on August 1, 2016, the way you log in to your PRESS subscription will change.

Please follow these three easy steps:

1. Go to [www.iasb.com](http://www.iasb.com) and click on **MY ACCOUNT**.
2. Log in using your email address and password:
  - If you are signing in for the first time, your password is the 7-digit IASB ID number beginning with "2" that appears on all IASB mailing labels.
  - If you have already changed your password, use the unique password you created.
  - If you do not know your password, do not create a new account; use the *forgot password* link.
3. Under *My Account Links*, click on **PRESS**.

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 Kimberly Small, IASB General Counsel and PRESS Editor, 630/629-3776, ext. 1226, or Maryam Brotine, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1219.

### PRESS Terminology

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

The PRESS Policy Reference Manual (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 procedures 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 policy with input from various sources like district administrators, the board attorney, and PRESS materials. The board then formally adopts the policy, 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.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a 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. 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.

Board exhibits, always labeled with an "E" only, are those that provide guidance for board work and should be dated for implementation by the board.

Administrative procedures exhibits, always labeled with the "AP, E" format, do not require formal board adoption.

## School Board

- **2:70, Vacancies on the School Board — Filling Vacancies.** The policy and footnotes are updated.
- **2:70-E, Exhibit — Checklist for Filling Board Vacancies by Appointment.** The exhibit was updated for continuous improvement.
- **2:120-E1, Exhibit — Guidelines for Serving as a Mentor to a New School Board Member.** The exhibit was updated for clarity.
- **2:120-E2, Exhibit — Website Listing of Development and Training Completed by Board Members.** The exhibit is updated to clarify that each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must receive professional development leadership training, *Open Meetings Act* training, and training required upon *Performance Evaluation Reform Act* implementation.
- **2:240-E1, Exhibit — PRESS Issue Updates.** The exhibit is updated to describe new PRESS login procedures, as well as to explain how the Superintendent or Superintendent's secretary must update their roster in IASB's new association management system. Please see

<http://iasb.com/services/ams.cfm> for instructions about how to access and update information in IASB's new association management system. It is important to update your district's list of individuals who will be authorized to access PRESS online in this system. The exhibit recommends that all assistant superintendents, directors, building principals, and supervisory employees read each PRESS Update Memo and policies adopted by the board to better understand any changes impacting their assigned building(s). The exhibit also clarifies that the full board considers and takes action to approve such policies at an open meeting following the second reading of revised policies.

- **2:240-E2, Exhibit — Developing Local Policy.** The exhibit is updated to clarify that: (1) districts, when adding a locally-developed policy, are encouraged to use policy numbers ending in 2, 4, 6, or 8; and (2) following the second reading of revised policies, the full board considers and takes action to approve such policies at a duly convened open meeting. The exhibit also recommends that all assistant superintendents, directors, building principals, and supervisory employees read each PRESS Update Memo and policies adopted by the board to better understand any changes impacting their assigned building(s).
- **2:240-E3, Exhibit — Policy Manual Updates. DELETED** The exhibit was deleted due to advances in technology.

## Operational Services

- **4:15-AP, Administrative Procedure — Protecting the Privacy of Social Security Numbers.** The Legal References are updated along with a title change to a document cited within the materials.
- **4:15-E2, Exhibit — Statement of Purpose for Collecting Social Security Numbers.** The exhibit is updated to provide consistency with language used in 4:15-AP, above.
- **4:15-E3, Exhibit — Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers.** The exhibit is updated to provide consistency with language used in 4:15-AP, above.
- **4:140-E1, Exhibit — Application for Fee Waiver.** The exhibit is updated to:
  1. Ask applicants to specify the number of adults and minors living in the home, in response to question no. two; and
  2. Add the option of responding "N/A" in response to question no. four, which is appropriate for applicants who have not applied for the federal meals program.

Further explanation of the differences between the two options available to districts for school fee waiver applications is added to the footnote.

- ▶ **4:140-E2, Exhibit — Response to Application for Fee Waiver, Appeal, and Response to Appeal.** The “Response to Application for Fee Waiver” portion of the exhibit is updated to allow for signature by either the Building Principal or Office Staff Member. The “Appeal of the Denial of a Fee Waiver” portion of the exhibit is amended to align with 23 Ill. Admin.Code §1.245(c)(3)(B)(the appeal results must be communicated in writing within 30 calendar days of receipt of the appeal).

## Personnel

- ▶ **5:40-AP, Administrative Procedure — Communicable and Chronic Infectious Disease.** A non-discrimination statement is added to the procedure. Following this statement, the procedure is updated to align with 5:40, *Communicable and Chronic Infectious Disease*, by stating “an employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position’s essential functions.” Grammar in a subhead title was also corrected.
- ▶ **5:170-AP3, Administrative Procedure — Instructional Materials and Computer Programs Developed Within the Scope of Employment.** The procedure is updated to align with 105 ILCS 5/10-23.10(b)(3) using the phrase *marketing or sale* instead of simply *sale*.
- ▶ **5:240-AP, Administrative Procedure — Suspensions.** A Legal Reference is edited.

## Instruction

- ▶ **6:100, Using Animals in the Educational Program.** The policy is updated to include two subhead titles, **Animal Experiments** and **Animal Dissection**.
- ▶ **6:100-AP, Administrative Procedure — Dissection of Animals.** The procedure is updated to include legal citations to 105 ILCS 112/25.
- ▶ **6:100-E1, Exhibit — Application and Guidelines for Using Animals in School Facilities for Educational Purposes.** The exhibit is **REWRITTEN**. The exhibit has also been renamed and renumbered. It clarifies that it applies only to the use of animals in school facilities for educational purposes. The **Guidelines for Using Animals in School Facilities** are supplemented with subheads and content addressing the following topics:
  1. **Prohibited Animals** — Lists six categories of animals prohibited in school facilities.

2. **Vaccination Requirements** — Requires current health records and/or proof of current vaccination for select animals.
3. **General Guidelines** — Lists 13 general guidelines to protect students and staff from zoonotic diseases.
4. **Procedures for the Housing, Care, and Handling of Specific Animals** — Identifies specific procedures applicable to the housing, care, and handling of select animals.
5. **Animal-Related Injuries** — Lists actions that the building principal or designee will ensure occur if an animal bites, scratches, or otherwise injures someone at school and the skin is pierced.
6. **Additional Applicant, Supervising Teacher, and Animal Owner Responsibilities** — Identifies specific responsibilities of each of these individuals, and clarifies that the applicant is responsible for submitting any required animal health records and/or proof of current vaccination.

By signing and submitting this application, the applicant, classroom teacher, and animal owner agree to abide by the **Guidelines**.

- ▶ **6:100-E2, Exhibit — Student Permission for Exposure to Animal(s).** **NEW.** Per the **Guidelines for Using Animals in School Facilities** set forth in 6:100-E1, above, this exhibit is to be used when animal(s) are brought into the classroom for educational purposes. This exhibit should be issued to the parent(s)/guardian(s) of all students who will be exposed to an animal for educational purposes.

Parent(s)/Guardian(s) who permit a student to be exposed to animal(s) must indemnify the District from liability arising out of the student’s exposure. For parent(s)/guardian(s) who do not permit a student to be exposed to animal(s), this exhibit provides that the student will be excused from classroom attendance without penalty and given an alternative educational activity. This practice is consistent with the treatment of students who object to dissecting animals.

- ▶ **6:190-AP, Administrative Procedure — Eligibility for Participation in Extracurricular Activities.** While the procedure is unchanged, alternative language in the footnotes is updated to reflect current IHSA scholastic standing requirements.
- ▶ **6:235, Access to Electronic Networks.** The policy, footnotes, Cross References, and administrative procedure references are updated. Many updates reflect the new titles for 6:235-AP1; 6:235-AP1, E1; and 6:235-AP1, E2 (see below).
- ▶ **6:235-AP1, Administrative Procedure — Acceptable Use of the District’s Electronic Networks.** The procedure is **RENAMED** to clarify that it governs acceptable use of the district’s electronic networks.

- ▶ **6:235-AP1, E1, Exhibit — Student Authorization for Electronic-Network Access to the District's Electronic Networks.** The exhibit is **RENAMED** to clarify that it governs student authorization for access to the district's electronic networks.
- ▶ **6:235-AP1, E2, Exhibit — Staff Authorization for Electronic-Network Access to the District's Electronic Networks.** The exhibit is **RENAMED** to clarify that it governs staff authorization for access to the district's electronic networks
- ▶ **6:235-AP2, Administrative Procedure — Web Publishing Guidelines.** The procedure and references to other administrative procedures are updated to reflect the new names of 6:235-AP1; 6:235-AP1, E1; and 6:235-AP1, E2. Footnotes are also updated.
- ▶ **6:235-E4, Exhibit — Keeping Yourself and Your Kids Safe On Social Networks.** Several web links are updated.
- ▶ **6:250-AP, Administrative Procedure — Securing and Screening Resource Persons and Volunteers.** Language is updated to align with best practice.

## Students

- ▶ **7:10, Equal Educational Opportunities.** A new footnote is added to the policy that directs boards to consult their attorneys if they want to provide specific policy language or adopt a policy specific to accommodations and inclusion of transgender students in the educational program. Whether adding such language and/or a policy is advisable remains an unsettled area of the law, and some lawyers believe that adding language and/or a policy regarding transgender students may open school boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, nationality, religion, etc.

We added this information to the footnotes in response to inquiries from school board members for additional language to consider in their policies. The catalysts for these requests stem from the spotlight on transgender student issues after the U.S. Department of Education (ED) and U.S. Department of Justice (DOJ) issued a joint *Dear Colleague Letter on Transgender Students* on May 13, 2016. Inquiries have also increased since the release of sample transgender student policies being promulgated by various advocacy and healthcare organizations. **PRESS** has used 7:10-AP, *Accommodating Transgender Students or Gender Non-Conforming Students* (directly below), for accommodations and inclusion of transgender students.

- ▶ **7:10-AP, Administrative Procedure — Accommodating Transgender Students or Gender Non-Conforming Students.** A new sentence under the **Terminology and Definitions** subhead notes that the definitions of *gender identity*, *sex assigned at birth*, *transgender*, and *gender transition* which appear in the ED and DOJ joint *Dear*

*Colleague Letter on Transgender Students* differ slightly from the definitions in the procedure, which come from the *Arcadia Resolution Agreement* (issued July 24, 2013). We added instruction to the footnotes about how administrative procedures are to be used by districts. Other text was deleted for continuous improvement. The list of **Resources** is supplemented with the following:

- *Gender Spectrum*, an organization whose mission is to help create gender sensitive and inclusive environments for all children and teens
  - ED and DOJ *Dear Colleague Letter on Transgender Students*
  - *Transgender Students in Schools: Frequently Asked Questions and Answers for Public School Boards and Staff*. April 2016 (Copyright © National School Boards Association)
- ▶ **7:10-E, Equal Educational Opportunities Within the School Community. NEW.** This exhibit is developed for school boards that want to highlight which of their policies address equal educational opportunities, health, safety, and general welfare of students within their district. The exhibit states that the list is not complete and that other policies may apply depending upon the factual context.
  - ▶ **7:270, Administering Medicines to Students.** The policy, footnotes, Legal References, and administrative procedure references are updated in response to 105 ILCS 5/22-30, amended by P.A. 99-480. The law permits school boards to maintain a supply of undesignated opioid antagonists in the name of a district and allows a school nurse or trained person to administer them to a person believed to be having an opioid overdose.
  - ▶ **7:270-AP1, Administrative Procedure — Dispensing Medication.** The Legal References are updated in response to an ISBE rule. Minor information was deleted.
  - ▶ **7:270-AP2, Administrative Procedure — Checklist for District Supply of Undesignated Epinephrine Auto-Injectors and/or Opioid Antagonists.** The procedure is **RENAMED** and updated in response to P.A. 99-480, for school boards that choose to maintain a supply of undesignated opioid antagonists.
  - ▶ **7:270-E, Exhibit — School Medication Authorization Form.** The exhibit is updated in response to P.A. 99-480, for school boards that choose to maintain a supply of undesignated opioid antagonists.
  - ▶ **7:285-AP, Administrative Procedure — Implementing a Food Allergy Management Program.** Many outdated public acts were deleted throughout. A definition of *Individualized Educational Program/Plan (IEP)* is added.

► 7:340, Student Records. Footnote seven is updated to explain a conflict between State and federal law regarding whether *gender* information may be designated as *directory information*. ISBE rules at 23 Ill.Admin. Code 375.80(a)(1) include *gender* as information which may be designated as *directory information*; however including *gender* within directory information may violate the federal Family Educational Rights and Privacy Act (FERPA). FERPA regulations provide that directory information “means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed” and it “includes, but is not limited to, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (*e.g.*, undergraduate or graduate, full-time, or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.” 34 C.F.R. 99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, ED guidance has consistently advised schools not to disclose a student’s sex as directory information because it would be considered harmful or an invasion of privacy. Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the “Girls Volleyball Team” may contradict ED guidance.

► 7:340-AP1, Administrative Procedure — School Student Records. The procedure is updated to delete *gender* from the list of what constitutes directory information for the reasons discussed above.

► 7:340-AP1, E1, Exhibit — Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records. The exhibit is updated to delete *gender* from the list of what constitutes directory information for the reasons discussed above.

## Community Relations

► 8:90, Parent Organizations and Booster Clubs. The policy’s footnotes are updated to include optional language for school boards that want to require all parent organizations and booster clubs to have 501(c)(3) status.

► 8:110, Public Suggestions and Comments. The policy is amended to clarify that while individuals may file a grievance under 2:260, *Uniform Grievance Procedure*, “the Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance.”

## Five Year Review

There are 29 pieces of material from 2010 and 2011 needing a five year review. Please see page 10 for the table and explanations for five year reviews. If a five year review required a substantive update, it is discussed in the list above.

# Progress Report

The contents of this table frequently change.

Topics	Our Response
<p><b>Grant Accountability and Transparency Act (GATA)(30 ILCS 708/)</b></p> <p>GATA, enacted July 16, 2014, is "intended to increase the accountability and transparency in the use of grant funds, from whatever source, and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to such grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) codified at 2 CFR 200." 30 ILCS 708/5(b).</p> <p>GATA is administered by the Governor's Office of Management and Budget (GOMB) via its Grant Accountability and Transparency Unit (GATU), which worked with the Illinois Single Audit Commission and volunteers from state agencies and grantees to develop administrative rules. GATA administrative rules at 44 Ill.Admin.Code Part 7000 became effective July 24, 2015. State agencies, including ISBE, are now implementing GATA requirements for the fiscal year 2017 grant cycle. See <a href="http://isbe.net/gata/">isbe.net/gata/</a>.</p> <p>To prequalify for ISBE grants, grantees must access the GATA website at <a href="http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx">www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx</a> and complete four pre-award requirements:</p> <ol style="list-style-type: none"> <li>1. Grantee Registration</li> <li>2. Grantee Pre-qualification</li> <li>3. Fiscal and Administrative Risk Assessment (Internal Controls Questionnaire)</li> <li>4. Programmatic Risk Assessment</li> </ol> <p>The <i>Fiscal and Administrative Risk Assessment</i> inquires whether grantees have written policies and procedures that guide program delivery on various topics, including but not limited to: quality assurance; staff performance management; conflict of interest statements; safeguarding funds, property, and other assets; and management of grant term extensions.</p>	<p>We will prepare a list of <b>PRESS</b> materials responsive to the policy and procedure inquiries of the <i>Fiscal and Administrative Risk Assessment</i>. As soon as this list is complete, we will post it online at <a href="http://www.iasb.com">www.iasb.com</a> and notify members via email of its posting.</p>
<p><b>Website Accessibility Complaints and Lawsuits</b></p> <p>Because school districts are subject to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 794, and its implementing regulations, they have obligations to make their websites accessible. Rulemaking processes have been moving slowly since 2010. However, the Dept. of Justice (DOJ) issued a <i>Statement Regarding Rulemaking on Accessibility of Web Information and Services of State and Local Government Entities</i> on April 29, 2016 (see <a href="http://www.ada.gov/regs2016/sanprm_statement.html">www.ada.gov/regs2016/sanprm_statement.html</a>). In addition, the DOJ issued a Supplemental Advance Notice of Proposed Rulemaking (SANPRM) titled <i>Nondiscrimination on the basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities</i> (see <a href="http://www.gpo.gov/fdsys/pkg/FR-2016-05-09/pdf/2016-10464.pdf">www.gpo.gov/fdsys/pkg/FR-2016-05-09/pdf/2016-10464.pdf</a>). In it, 123 questions are posed and <b>public comment period ends on August 8, 2016.</b></p> <p>The SANPRM discusses the likelihood that <i>Web Content Accessibility Guidelines (WCAG) 2.0 Level AA standards</i> (<a href="http://www.w3.org/TR/WCAG20/">www.w3.org/TR/WCAG20/</a>) will be the standard for web content and that school districts will have two years after final adoption to comply.</p> <p>Despite the lack of final regulations on the matter, the U.S. Dept. of Education's Office for Civil Rights (OCR) has reportedly opened over 300 recent nationwide complaint investigations into whether educational agencies' websites are accessible to individuals with disabilities. In addition, there appears to be an uptick of complaints</p>	<p>If your district receives a complaint, contact your board attorney.</p> <p>We will monitor the current rulemaking efforts and will provide necessary updates to <b>PRESS</b> materials.</p> <p>To prepare for the likelihood of future regulations, and to avoid complains of violations, your district may wish to consult with appropriate experts to begin evaluating the accessibility of its web content and improving it as appropriate. A great place to start is here: <a href="https://www.w3.org/WAI/WCAG20/quickref/">https://www.w3.org/WAI/WCAG20/quickref/</a>.</p>

# Progress Report

*continued*

Topics	Our Response
filed with OCR (and federal courts) by disability advocates that allege educational agencies are discriminating against people with visual impairments by failing to take active steps to make websites, cloud-based applications, documents, and printed materials accessible to people with disabilities.	
<b>Open Meetings Act (OMA) Amendment</b> HB 4630, eff. June 30, 2016, amends OMA to allow elected board members, or those appointed to fill vacancies on the board, to access closed session recordings and minutes in the public body's main office or official storage location, in the presence of a records secretary, an administrative official, or any elected official of the public body. The law prohibits board members from recording or removing the recordings or minutes from the public body's main office or official storage location, except by vote of the public body or by court order.	We will amend PRESS materials with the next Legislative PRESS Issue 93 in Sept./Oct.

# Revisions to Policies, Administrative Procedures and Exhibits

Number and Title	Action The memo describes the revisions.
2:70, Vacancies on the School Board — Filling Vacancies	Minor change; footnotes are updated.
2:70-E, Exhibit — Checklist for Filling Board Vacancies by Appointment	Web links are corrected; minor changes are made to the exhibit.
2:120-E1, Exhibit — Guidelines for Serving as a Mentor to a New School Board Member	Minor change.
2:120-E2, Exhibit — Website Listing of Development and Training Completed by Board Members	Exhibit is updated to provide clarity and to specifically reference <i>Performance Evaluation Reform Act</i> implementation.
2:240-E1, Exhibit — PRESS Issue Updates	Exhibit is updated to provide clarity and to reflect new PRESS online login procedures.
2:240-E2, Exhibit — Developing Local Policy	Exhibit is updated to provide clarity and to recommend action by all supervisory employees.
2:240-E3, Exhibit — Policy Manual Updates	<b>DELETED.</b>
4:15-AP, Administrative Procedure — Protecting the Privacy of Social Security Numbers	Legal References are updated along with a title change to a document cited within the materials.
4:15-E2, Exhibit — Statement of Purpose for Collecting Social Security Numbers	Updated to provide consistency with language used in 4:15-AP.
4:15-E3, Exhibit — Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers	Updated to provide consistency with language used in 4:15-AP.
4:140-E1, Exhibit — Application for Fee Waiver	Exhibit is updated to clarify possible responses to application questions. Footnote is updated to further explain the two fee waiver applications available to districts.
4:140-E2, Exhibit — Response to Application for Fee Waiver, Appeal, and Response to Appeal	Exhibit is updated to provide clarity and for consistency with 23 Ill. Admin.Code 1.245(c)(3)(B) and policy 4:140.
5:40-AP, Administrative Procedure — Communicable and Chronic Infectious Disease	Procedure is updated with a non-discrimination statement.
5:170-AP3, Administrative Procedure — Instructional Materials and Computer Programs Developed Within the Scope of Employment	Procedure is updated to align with 105 ILCS 5/10-23.10(b)(3) by using the phrase "marketing or sale."
5:240-AP, Administrative Procedure — Suspensions	Legal Reference corrected.
6:100, Using Animals in the Educational Program	Policy is updated to include subsection headings for <b>Animal Experiments</b> and <b>Animal Dissection</b> .
6:100-AP, Administrative Procedure — Dissection of Animals	Procedure is updated to include legal citations to 105 ILCS 112/25.
6:100-E1, Exhibit — Guidelines and Application for Using Animals in School Facilities <u>for Educational Purposes</u>	Exhibit <b>REWRITTEN, RENAMED, RENUMBERED</b> , and updated to provide detailed guidelines for the use of animals in school facilities for educational purposes.
6:100-E2, Exhibit — Student Permission for Exposure to Animal(s)	<b>NEW.</b> Exhibit to be used by supervising teacher to obtain parental permission for student exposure to animal(s) brought into classroom for educational purposes.
6:190-AP, Administrative Procedure — Eligibility for Participation in Extracurricular Activities	Procedure is unchanged; alternative language in footnote updated to current IHSA scholastic standing requirements.
6:235, Access to Electronic Networks	Policy, footnotes, Cross References and Administrative Procedure references are updated to reflect new names of 6:235-AP1; 6:235-AP1, E1; and 6:235-AP1, E2.
6:235-AP1, Administrative Procedure — Acceptable Use of <u>the District's</u> Electronic Networks	Procedure is <b>RENAMED</b> and updated.
6:235-AP1, E1, Exhibit — Student Authorization for <u>Electronic Network Access to the District's Electronic Networks</u>	Exhibit is <b>RENAMED</b> and updated.



# Revisions to Policies, Administrative Procedures and Exhibits

*continued*

Number and Title	Action The memo describes the revisions.
6:235-AP1, E2, Exhibit — Staff Authorization for Electronic Network Access <u>to the District's Electronic Networks</u>	Exhibit is <b>RENAMED</b> and updated.
6:235-AP2, Administrative Procedure — Web Publishing Guidelines	References are updated to reflect new names of 6:235-AP1; 6:235-AP1, E1; and 6:235-AP1, E2.
6:235-E4, Exhibit — Keeping Yourself and Your Kids Safe On Social Networks	Web links updated.
6:250-AP, Administrative Procedure — Securing and Screening Resource Persons and Volunteers	Minor change.
7:10, Equal Educational Opportunities	Footnotes are updated to discuss that adopting separate policies or inserting policy statements specifically about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law.
7:10-AP, Administrative Procedure — Accommodating Transgender Students or Gender Non-Conforming Students	Procedure and references listed therein are updated.
7:10-E, Exhibit — Equal Educational Opportunities Within the School Community.	<b>NEW.</b> This exhibit is developed for school boards that want to highlight which of their policies address equal educational opportunities, health, safety, and general welfare of students within their district. The exhibit states that the list is not complete and that other policies may apply depending upon the factual context.
7:270, Administering Medicines to Students	Policy, footnotes, Legal References, and administrative procedure references are updated in response to 105 ILCS 5/22-30, amended by P.A. 99-480.
7:270-AP1, Administrative Procedure — Dispensing Medication	Minor change; Legal References updated.
7:270-AP2, Administrative Procedure — Checklist for District Supply of Undesignated Epinephrine Auto-Injectors <u>and/or Opioid Antagonists</u>	Procedure is <b>RENAMED</b> and updated in response to 105 ILCS 5/22-30, amended by P.A. 99-480.
7:270-E, Exhibit — School Medication Authorization Form	Exhibit is updated in response to 105 ILCS 5/22-30, amended by P.A. 99-480.
7:285-AP, Administrative Procedure — Implementing a Food Allergy Management Program	Procedure is updated to define and include references to Individualized Educational Programs.
7:340, Student Records	Footnotes are updated to explain conflict between State and federal law regarding whether <i>gender</i> constitutes <i>directory information</i> .
7:340-AP1, Administrative Procedure — School Student Records	Procedure is updated to delete <i>gender</i> from list of what constitutes <i>directory information</i> in response to May 13, 2016 <i>Dear Colleague Letter on Transgender Students</i> jointly issued by ED and JD.
7:340-AP1, E1, Exhibit — Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	Exhibit is updated to delete <i>gender</i> from list of what constitutes <i>directory information</i> in response to May 13, 2016 <i>Dear Colleague Letter on Transgender Students</i> jointly issued by ED and JD.
8:90, Parent Organizations and Booster Clubs	Footnotes are updated to include optional language for boards that want to require all parent organizations and booster clubs to have 501(c)(3) status.
8:110, Public Suggestions and Concerns	Policy is updated to provide clarity.

# Five Year Review

To further our commitment to continuous improvement, we attempt to review each policy, exhibit, 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 The memo describes the revisions.
1:10, School District Legal Status	Policy is unchanged; footnotes are updated.
1:20, District Organization, Operations, and Cooperative Agreements	Policy is unchanged; footnotes are updated.
1:30, School District Philosophy	Policy is unchanged; footnotes are updated.
2:10, School District Governance	Minor change; footnotes are updated.
2:130, Board-Superintendent Relationship	Policy is unchanged; footnotes are updated.
2:250-E3, Exhibit — Recurrent Requestor Notification	Minor change.
3:10, Goals and Objectives	Policy is unchanged; footnotes are updated.
3:30, Chain of Command	Unchanged.
3:30-E, Exhibit — Organizational Chart for Administration	Unchanged.
3:70-AP, Administrative Procedure — Succession Plan	Unchanged.
4:15-E1, Exhibit — Letter to Employees Regarding Protecting the Privacy of Social Security Numbers	Minor change to hyphenate “Gramm-Leach-Bliley Act,” whose hyphens were added by P.A. 97-333.
4:80, Accounting and Audits	Minor change; footnotes are updated.
4:140-AP, Administrative Procedure — Fines, Fees, and Charges — Waiver of Student Fees	Minor changes; footnotes are updated.
4:140-E3, Exhibit — Resolution to Increase Driver Education Fees	Minor change.
5:125-E, Exhibit — Employee Receipt of Board Policy on Personal Technology and Social Media	Unchanged.
5:150, Personnel Records	Policy is unchanged; footnotes are updated.
5:150-AP, Administrative Procedure — Personnel Records	Minor change; footnotes are updated.
5:170-AP1, Administrative Procedure — Copyright Compliance	Minor change; web links are updated.
5:170-AP2, Administrative Procedure — Seeking Permission to Copy or Use Copyrighted Works	Minor change; web links and contact information are updated.
5:170-E1, Exhibit — Request to Reprint or Adapt Material	Unchanged.
6:120-AP4, Administrative Procedure — Care of Students with Diabetes	Minor change.
6:235-E3, Exhibit — Online Privacy Statement	Minor change.
6:255, Assemblies and Ceremonies	Unchanged.
6:260, Complaints About Curriculum, Instructional Materials, and Programs	Policy is unchanged; footnote is updated.
6:260-E, Exhibit — Curriculum Objection	Minor change.
7:280, Communicable and Chronic Infectious Disease	Unchanged.
7:285, Food Allergy Management Program	Policy is unchanged; footnotes are updated.
8:95-E1, Exhibit — Letter Notifying Parents/Guardians of School Visitation Rights	Unchanged.
8:95-E2, Exhibit — Verification of School Visitation	Unchanged.

## 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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