

Update Memo

Please distribute to board members and appropriate staff.

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

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Online Instructions

Please follow these four easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on the  button.
2. Enter your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address. Use the “forgot your password?” link. Make sure to check your spam folder from info@iasb.com, if you do not see it in your email inbox.
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 - If you continue to have difficulty signing on to www.iasb.com, please contact Ummehani Faizullahbhoj at ufaizullahbhoj@iasb.com.
3. Click the  button on the top navigator bar. This will bring you to your account page
4. Under **My Account Links**, click on **PRESS Login**.

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, (630) 629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** materials by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS Online** Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.



Anaphylaxis Management

105 ILCS 5/2-3.182, added by P.A. 102-413, requires every school board to adopt or update its anaphylaxis policy to align with the model policy released by the Ill. State Board of Education (ISBE) on 2-17-22. Districts have six months from receipt of ISBE's model, or until 8-17-22, to adopt the policy, which must address "guidelines and procedures" to be followed both for prevention of anaphylaxis and response to medical emergencies resulting from anaphylaxis. This law repealed the section of the School Code that previously required boards to adopt a policy addressing life-threatening food allergies, in accordance with the *Guidelines for Managing Life-Threatening Food Allergies in Schools* issued by ISBE and the Ill. Dept. of Public Health. ISBE's new model policy, titled *Anaphylaxis Response Policy for Illinois Schools*, replaces the former guidelines. To assist subscribers in addressing the new policy requirement, sample **PRESS** policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, and its accompanying sample administrative procedure, 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, have been renamed and updated.

The following **PRESS** materials are updated in response to this legislation:

- 2:150-AP, Superintendent Committees
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon
- 7:270-E1, School Medication Authorization Form
- 7:285, Anaphylaxis Prevention, Response, and Food Allergy Management Program - RENAMED
- 7:285-AP, Implementing a Food Allergy Anaphylaxis Prevention, Response, and Management Program - RENAMED

Health Care Right of Conscience Act

During the last veto session, the 102nd General Assembly passed legislation to address claims by employees that they could not be compelled to be vaccinated or tested for COVID-19 based on their rights under the Health Care Right of Conscience Act (HCRCA), amended by P.A. 102-667. The HCRCA was amended to make clear that it is not a violation for any person or entity to impose or enforce any measures that involve provision of services by health care personnel that are intended to prevent the spread of COVID-19. After this amendment was passed, the Governor continued to issue Executive Orders requiring vaccination or testing of school personnel; however, the enforceability of those orders has been under challenge in the Illinois courts. Boards should continue to work with their local health departments and board attorneys in addressing COVID-19 mitigations.

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 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.

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, 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.

The following **PRESS** materials are updated in response to these developments:

4:180, Pandemic Preparedness; Management; and Recovery
5:40, Communicable and Chronic Infectious Disease
5:40-AP, Communicable and Chronic Infectious Disease

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

2:230, Public Participation at School Board Meetings and Petitions to the Board
4:10, Fiscal and Business Management
4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease
7:10-AP1, Accommodating Transgender, Nonbinary Students or Gender Non-Conforming Students - **RENAMED**

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1400+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 435 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are updated in response to five-year reviews:

3:70, Succession of Authority
4:60-AP4, E1, Internal Procedures for Procurement Transactions
4:70, Resource Conservation
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-AP4, National Terrorism Advisory System
5:70, Religious Holidays
5:80, Court Duty
5:110, Recognition for Service
5:130-AP, Email Retention
5:140, Solicitations By or From Staff
5:220-E, Unsatisfactory Performance Report for Substitute Teachers
5:240, Suspension
5:270-E, Notice of Employment

6:70, Teaching About Religions
6:70-AP, Teaching About Religions
6:80, Teaching About Controversial Issues
6:120-AP3, Service Animals
6:120-AP3, E1, Guidelines for Service Animals in School Facilities
6:140, Education of Homeless Children
6:140-AP, Education of Homeless Children
6:250-E, Resource Person and Volunteer Information Form and Waiver of Liability
6:290, Homework
6:330, Achievement and Awards
7:10-AP2, Accommodating Breastfeeding Students
7:15, Student and Family Privacy Rights
7:60-AP2, Establishing Student Residency
7:140-AP, Use of Metal Detectors and Searches for Student Safety - **RENAMED**
7:300-E1, Agreement to Participate
7:300-E3, Authorization for Medical Treatment
7:340-AP1, E2, Using a Photograph or Video Recording of a Student
7:340-AP1, E5, Biometric Information Collection Authorization
8:20-E, Application and Procedures for Use of School Facilities

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Progress Report – The contents of this table frequently change.

Topics	Our Response
<p>Law Requires School Districts and Community College Districts to Update Their Dual Credit Partnership Agreements</p> <p>110 ILCS 27/40, added by P.A. 102-516, requires community college districts, in partnership with the appropriate high schools, to modify their dual credit programs by 8-20-22 to ensure students with disabilities can access dual credit courses. Partnership agreements with community college districts must be updated to address services and/or accommodations for students with disabilities.</p>	<p>This new requirement for partnership agreements was addressed in 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> (at f/n 4) in PRESS Issue 108.</p>
<p>Notice to Parents/Guardians of Anaphylactic Policy</p> <p>105 ILCS 5/2-3.182(c) requires districts to annually notify parents/guardians of the anaphylactic policy and who they may contact for information about the individualized aspects of the policy.</p>	<p>7:190-E2, <i>Student Handbook Checklist</i>, will be updated in the fall legislative PRESS issue. Annual notification through a student handbook is a way for districts to comply with the new notification requirement in this law.</p>
<p>Law Requires Districts to Appoint DCFS Liaisons by Beginning of the 2022-2023 School Year</p> <p>105 ILCS 5/10-20.59, amended by P.A. 102-199, eff. 7-1-22, requires each school district to designate at least one employee to act as a liaison to the Dept. of Children and Family Services (DCFS) by the beginning of the 2022-2023 school year. The liaison facilitates the enrollment and transfer of records of students in DCFS custody. Previously, the appointment of a liaison was optional.</p>	<p>7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i>; 7:250, <i>Student Support Services</i>; and the 7:340 suite of materials will be updated in the fall legislative PRESS issue.</p>
<p>Federal K-12 Cybersecurity Bill Becomes Law</p> <p>The federal K-12 Cybersecurity Act of 2021, Public Law 117-47, eff. 10-8-21, requires the U.S. Dept. of Homeland Security’s (DHS) Cybersecurity and Infrastructure Security Agency (CISA) to, within one year, study cybersecurity risks facing K-12 schools and provide voluntary recommendations, including guidelines, to assist schools in facing those risks. Within 120 days after developing the recommendations, CISA must develop an online training toolkit designed for K-12 officials and make the information available on the DHS website.</p>	<p>Once the new federal guidance is released, we will update relevant PRESS materials, including those in the 7:345 suite.</p>
<p>Legislation Addresses Residential Placement Crisis</p> <p>To address the ongoing residential placement crisis facing Illinois students with disabilities, the Ill. Council of School Attorneys (ICSA) worked with ISBE and other stakeholders to amend 105 ILCS 5/14-7.02 via Public Act 102-703. The amendment allows districts to residentially place a student in a non-ISBE approved nonpublic special education facility on an emergency and student-specific basis when certain conditions are met.</p>	<p>No PRESS materials are affected. ICSA <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (Revised Sept. 2021, published by ICSA) will be updated mid-2022.</p>
<p>Optional Policy Language Prohibiting the Use of Isolated Time Out, Time Out, and Physical Restraint Coming This Fall</p> <p>105 ILCS 5/2-3.130(f), added by P.A. 102-339, exempts districts from the requirement to submit a plan to ISBE for reducing the use of isolated time out, time out, and physical restraint (RTO) if they meet certain criteria, including that they have adopted a written policy prohibiting the use of RTO. PRESS Editors are collaborating with ISBE’s Student Care Dept. to update sample policy 7:190, <i>Student Behavior</i>, with optional language prohibiting the use of RTO that addresses this statutory criterion. ISBE encourages districts to make updates based on this forthcoming language and plans to allow for resubmission of policies.</p>	<p>7:190, <i>Student Behavior</i>, will be updated in the fall legislative PRESS issue.</p>

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:150-AP, Superintendent Committees	The procedure is updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 5/2-3.182, added by P.A. 102-664, requiring districts to adopt or update a policy to prevent and manage anaphylaxis prevention and medical emergencies. The <u>Anaphylaxis Food Allergy Prevention, Response, and Management Committee</u> is renamed. 2. 105 ILCS 5/2-3.130(e), added by P.A. 102-339, requiring districts to develop and implement a plan for reducing and eventually eliminating the use of isolated time out, time out, and physical restraint. A new committee, Time Out and Physical Restraint Oversight Team, is added. 	<input type="checkbox"/>
2:230, Public Participation at School Board Meetings and Petitions to the Board	The policy and footnotes are updated in response to subscriber feedback regarding time minimums and maximums for public participation during school board meetings and for continuous improvement. Minimum time periods are deleted in the policy. Footnote 1 is updated in response to the Empowering Public Participation Act, 5 ILCS 850/, added by P.A. 102-348, and a new option to insert a time limit for public participation is added to footnote 2. Footnote 4 is updated in response to recent legal updates concerning public comment periods. A style change is made to the Legal References.	<input type="checkbox"/>
3:70, Succession of Authority	The policy is unchanged.	<input type="checkbox"/>
4:10, Fiscal and Business Management	The policy is updated in response to continuous improvement changes. A style update is made to the Legal References. The footnotes are updated in response to 105 ILCS 5/17-2A, amended by P.A. 102-671, extending the time period during which a district may transfer money from specified funds for any purpose through 6-30-24, and for continuous improvement. The Cross References are updated to add policy 4:20, <i>Fund Balances</i> , and policy 4:60, <i>Purchases and Contracts</i> . The Administrative Procedure Cross References are updated to reflect a title change.	<input type="checkbox"/>
4:60-AP4, E1, Internal Procedures for Procurement Transactions	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:70, Resource Conservation	The Legal References and footnote 5 are updated in response to a five-year review.	<input type="checkbox"/>
4:110-AP2, Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments	The procedure and footnote 2 are updated in response to a five-year review.	<input type="checkbox"/>
4:170-AP1, E1, Accident or Injury Form	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
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.	<input type="checkbox"/>
4:170-AP4, National Terrorism Advisory System	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:180, Pandemic Preparedness; Management; and Recovery	The policy is unchanged. The footnotes are updated in response to the Health Care Right of Conscience Act, 745 ILCS 70/13.5, added by P.A. 102-667, and continuous improvement updates.	<input type="checkbox"/>
4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease	The procedure and footnotes are updated for continuous improvement.	<input type="checkbox"/>

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

5:40, Communicable and Chronic Infectious Disease	The policy is unchanged. Style updates are made to the Legal References. The footnotes are updated in response to continuous improvement changes. Footnote 2 is updated in response to EEOC Guidance, <i>What You Should Know about COVID-19 and the ADA, Rehabilitation Act, and Other EEO Laws</i> (updated 12-14-21). The Cross References are updated to add policy 4:180, <i>Pandemic Preparedness; Management; and Recovery</i> .	<input type="checkbox"/>
5:40-AP, Communicable and Chronic Infectious Disease	The procedure is updated in response to EEOC Guidance, <i>What You Should Know about COVID-19 and the ADA, Rehabilitation Act, and Other EEO Laws</i> (updated 12-14-21) and continuous improvement changes.	<input type="checkbox"/>
5:70, Religious Holidays	The policy is unchanged. Style updates are made to the Legal References.	<input type="checkbox"/>
5:80, Court Duty	The policy, footnotes, and Legal References are updated in response to a five-year review.	<input type="checkbox"/>
5:110, Recognition for Service	The policy is unchanged. Footnote 1 is updated in response to a five-year review.	<input type="checkbox"/>
5:130-AP, Email Retention	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:140, Solicitations By or From Staff	The policy is unchanged.	<input type="checkbox"/>
5:220-E, Unsatisfactory Performance Report for Substitute Teachers	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:240, Suspension	The policy is unchanged. Style updates are made to the Legal References. The footnotes and Cross References are updated in response to a five-year review.	<input type="checkbox"/>
5:270-E, Notice of Employment	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:70, Teaching About Religions	The policy is unchanged. Footnote 2 is updated in response to a five-year review.	<input type="checkbox"/>
6:70-AP, Teaching About Religions	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:80, Teaching About Controversial Issues	Legal References are added and footnote 2 is updated in response to a five-year review.	<input type="checkbox"/>
6:120-AP3, Service Animals	The procedure and Legal References are updated in response to a five-year review.	<input type="checkbox"/>
6:120-AP3, E1, Guidelines for Service Animals in School Facilities	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:140, Education of Homeless Children	The policy, footnotes, and Cross References are updated in response to a five-year review. Style updates are made to the Legal References.	<input type="checkbox"/>
6:140-AP, Education of Homeless Children	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:250-E, Resource Person and Volunteer Information Form and Waiver of Liability	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

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

6:290, Homework	The policy and footnotes are updated, and a Cross Reference is added, in response to a five-year review.	<input type="checkbox"/>
6:330, Achievement and Awards	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:10-AP1, Accommodating Transgender, Nonbinary , Students or Gender Non- Con -forming Students	RENAMED. The procedure is updated for continuous improvement.	<input type="checkbox"/>
7:10-AP2, Accommodating Breastfeeding Students	The Legal References and footnote 1 are updated in response to a five-year review.	<input type="checkbox"/>
7:15, Student and Family Privacy Rights	The policy, Legal References and footnotes are updated in response to a five-year review. Footnote 13 now includes a discussion of the interplay between the Protection of Pupil Rights Act, 20 U.S.C. § 1232h, the Children’s Privacy Protection and Parental Empowerment Act, 325 ILCS 17/, and the Student Online Personal Protection Act, 105 ILCS 85/.	<input type="checkbox"/>
7:60-AP2, Establishing Student Residency	The procedure is updated in response to a five-year review and 105 ILCS 5/10-22.5a, amended by P.A. 102-126, giving military personnel up to 60 days <u>six months</u> to submit documentation proving their child’s residency.	<input type="checkbox"/>
7:140-AP, Use of Metal Detectors <u>and Searches</u> for Student Safety	RENAMED. The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:270, Administering Medicines to Students	The Legal References are updated in response to the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/, amended by P.A. 101-363. The footnotes and Cross References are updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-413, requiring districts to adopt or update by 8-17-22 an anaphylaxis policy addressing prevention of and response to anaphylaxis in accordance with ISBE’s model policy, titled <i>Anaphylaxis Response Policy for Illinois Schools</i> . Other continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
7:270-AP1, Dispensing Medication	The procedure is updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-413, requiring districts to adopt or update by 8-17-22 an anaphylaxis policy addressing prevention of and response to anaphylaxis in accordance with ISBE’s model policy, titled, <i>Anaphylaxis Response Policy for Illinois Schools</i> , and for continuous improvement.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon	The procedure is updated for the reasons stated in 7:270-AP1, <i>Dispensing Medication</i> , above.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	The exhibit is updated for the reasons stated in 7:270-AP1, <i>Dispensing Medication</i> , above.	<input type="checkbox"/>
7:285, <u>Anaphylaxis Prevention, Response, and</u> Food -Allergy Management Program	RENAMED. The policy, Legal References, footnotes, and Cross References are updated for the reasons stated in 7:270-AP1, <i>Dispensing Medication</i> , above.	<input type="checkbox"/>

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

7:285-AP, Implementing a Food Allergy <u>Anaphylaxis Prevention, Response, and Management Program</u>	RENAMED. The procedure is updated for the reasons stated 7:270-AP1, <i>Dispensing Medication</i> , above.	<input type="checkbox"/>
7:300-E1, Agreement to Participate	The exhibit is updated in response to a five-year review. The hold harmless language in the agreement is now limited to students 18 years or older and their parents/guardians.	<input type="checkbox"/>
7:300-E3, Authorization for Medical Treatment	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:340-AP1, E2, Using a Photograph or Video Recording of a Student	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:340-AP1, E5, Biometric Information Collection Authorization	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
8:20-E, Application and Procedures for Use of School Facilities	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

PRESS Issue 109 Trivia

161 PRM pages • 222 footnotes • 40,474 words



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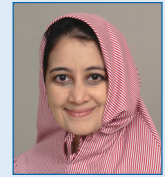
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The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.

Acknowledgement to PRESS Advisory Board

The **Policy Reference Education Subscription Service (PRESS)** Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

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