

Library Media Resources

The Illinois Secretary of State recently adopted rules to implement 75 ILCS 10/8.7, added by P.A. 103-100, which requires boards that want to be eligible for State school library grant funding to either adopt the American Library Association's (ALA) *Library Bill of Rights* or to develop an alternative written statement prohibiting the practice of banning library materials. Sample PRESS policy 6:230, *Library Media Program*, was updated in PRESS Issue 113 to outline these options for boards. With the final regulations now in place, boards that adopted the alternative written statement in policy 6:230, *Library Media Program*, will need to submit a copy of their policy, along with a copy of the updated administrative procedure, 6:230-AP, *Responding to Complaints About Library Media Resources*, when applying for the School Library Grant. Districts need to ensure that their administrative procedure aligns with the option their board selected in the policy. Boards that previously adopted the ALA *Bill of Rights* language in their policy will not have to submit any such documentation; they will simply need to certify to the Ill. State Library that they have adopted the ALA standards in policy.

The following PRESS materials are updated:

- 6:230, Library Media Program
- 6:230-AP, Responding to Complaints About Library Media Resources

Criminal History Record Information Security

The Ill. State Police (ISP) has started to audit school districts' handling of criminal history record information (CHRI). The U.S. Federal Bureau of Investigation (FBI) requires all entities that receive CHRI from the FBI, including school districts, to implement security procedures that comply with its Criminal Justice Information Security (CJIS) Policy. New administrative procedure 5:30-AP4, *Fingerprint-Based Criminal History Record Information Security*, is created to assist districts with protecting CHRI in accordance with the CJIS Policy. The ISP is also available to provide districts with technical assistance in this area.

The following PRESS material is updated or created:

- 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules
- 5:30-AP4, Fingerprint-Based Criminal History Record Information Security – NEW

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.

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

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

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

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:

- 4:80, Accounting and Audits
- 4:140, Waiver of Student Fees
- 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees

- 5:200, Terms and Conditions of Employment and Dismissal
- 6:140, Education of Homeless Children
- 6:140-AP, Education of Homeless Children
- 7:280-AP, Managing Students with Communicable or Infectious Diseases
- 7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases

PRM Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 474 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:

- 2:70, Vacancies on the School Board – Filling Vacancies
- 2:70-E, Checklist for Filling Board Vacancies by Appointment
- 2:125, Board Member Compensation; Expenses
- 2:125-E1, Board Member Expense Reimbursement Form
- 2:125-E2, Board Member Estimated Expense Approval Form
- 2:160, Board Attorney
- 2:160-E, Checklist for Selecting a Board Attorney
- 4:15, Identity Protection
- 4:15-AP1, Protecting the Privacy of Social Security Numbers
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards
- 4:40, Incurring Debt
- 4:40-AP, Preparing and Updating Disclosures
- 4:70, Resource Conservation
- 4:70-AP, Resource Conservation
- 4:80-AP3, Inventory Management for Federal and State Awards
- 5:20-E, Resolution to Prohibit Sexual Harassment
- 5:35-AP2, Employee Records Required by the Fair Labor Standards Act
- 5:35-AP3, Compensable Work Time for Non-Exempt Employees Under the FLSA
- 5:35-AP4, Fair Labor Standards Act 12-Step Compliance Checklist
- 5:35-E, Volunteer Agreement Executed by a Non-Exempt Employee
- 5:120-E, Code of Ethics for Illinois Educators
- 5:130, Responsibilities Concerning Internal Information
- 5:180, Temporary Illness or Temporary Incapacity
- 5:250-AP, School Visitation Leave
- 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

- 5:310, Compensatory Time-Off
- 5:310-E, Agreement to Receive Compensatory Time-Off
- 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 6:120-AP1, E2, Special Education Required Notice and Consent Forms
- 6:120-AP2, Access to Classrooms and Personnel
- 6:120-AP2, E1, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes
- 6:150, Home and Hospital Instruction
- 6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act
- 6:280-AP, Evaluating and Reporting Student Achievement
- 6:300-E1, Application for a Diploma for a Service member Killed in Action or for Veterans of WWII, the Korean Conflict, or Vietnam Conflict
- 7:40-AP, Placement of Nonpublic School Students Transferring Into the District
- 7:170, Vandalism
- 7:240-AP2, Extracurricular Drug and Alcohol Testing Program
- 7:250-AP1, Measures to Control the Spread of Head Lice at School
- 7:270-E2, School Medication Authorization Form – Medical Cannabis
- 8:25-AP, Advertising and Distributing Materials in School Provided by Non-School Related Entities
- 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights

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>Final Title IX Regulations Effective 8-1-2024</p> <p>On 4-19-24, the U.S. Dept. of Education released final Title IX regulations, effective 8-1-24. PRESS Issue 116 (August 2024) will address the new Title IX regulations. Updated sample policies, administrative procedures, and exhibits should be available for PRESS subscribers on 8-1-24. Customized policy draft updates should be available for PRESS Plus subscribers on or around 8-9-24.</p> <p>Please note that the affected board policies were included in PRESS and PRESS Plus Issue 114 (March 2024); however, the Issue 114 updates are unrelated to new Title IX regulation changes. Boards may prepare for upcoming PRESS Issue 116 by adopting the Issue 114 updates as soon as possible.</p>	<p>Affected PRESS materials, including the 2:265 suite, will be updated in PRESS Issue 116 (August)</p>
<p>Pregnancy Workers Fairness Act Regulations Issued</p> <p>On 4-19-24, the U.S. Equal Employment Opportunity Commission released final regulations to implement the Pregnant Workers Fairness Act (PWFA). The final rule is scheduled to take effect on 6-18-24, but it is being challenged in court by attorneys general in at least 17 states. Among the more controversial provisions of the rule, abortion is included as a “related medical condition” to pregnancy and childbirth. Further, under the new rule, a pregnant employee may still qualify for the protections of the PWFA even if the employee cannot perform an essential job function for a temporary period (i.e., 40 weeks of pregnancy).</p>	<p>If the new rule goes into effect, affected PRESS materials, including 5:10, <i>Equal Employment and Minority Recruitment</i>, will be updated in a future PRESS issue.</p>
<p>New FLSA Overtime Regulations Released</p> <p>On 4-23-24, the U.S. Dept. of Labor issued a final rule that raises the minimum salary threshold for exempt workers in two stages. Beginning 7-1-24, the minimum salary to qualify for exempt status will be increased from \$684 per week (\$35,568 per year) to \$844 per week (\$43,888 per year). Then, beginning 1-1-25, the threshold will increase again to \$1,128 per week (\$58,656). The threshold for the exemption for highly compensated employees will also increase. Starting 7-1-27, the rule provides for automatic increases every three years based on current earnings data. Teachers continue to be exempt from overtime under the updated rules. Legal challenges to the new rule are anticipated.</p>	<p>If the new rule goes into effect, 5:35, <i>Compliance with the Fair Labor Standards Act</i>, and 5:35-AP1, <i>Fair Labor Standards Act Exemptions</i>, will be updated in the fall PRESS issue.</p>
<p>Website and Mobile Application Rule Is Released</p> <p>On 4-24-24, the U.S. Dept. of Justice issued regulations under Title II of the Americans with Disabilities Act that will require State and local governments, including school districts, to implement the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA for their web content and mobile apps. Districts will have to make sure their web content and mobile apps meet this technical standard by either 4-24-26, or 4-26-27, depending on the size of their local populations. There are limited and detailed exemptions to the rule, such as archived web content and preexisting conventional electronic documents (such as PDFs). For more information about this rule, see www.ada.gov/notices/2024/03/08/web-rule.</p>	<p>Affected PRESS materials, including 2:260, <i>Uniform Grievance Procedure</i>, and 8:70, <i>Accommodating Individuals with Disabilities</i>, will be updated in a future PRESS issue.</p>

PRESS Issue 115 Trivia

159 pages • 59,113 words • 54 materials

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

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

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

RENAMED. The title of the material has been amended.

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

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

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:70, Vacancies on the School Board – Filling Vacancies	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
2:70-E, Checklist for Filling Board Vacancies by Appointment	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:125, Board Member Compensation; Expenses	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
2:125-E1, Board Member Expense Reimbursement Form	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:125-E2, Board Member Estimated Expense Approval Form	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:160, Board Attorney	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
2:160-E, Checklist for Selecting a Board Attorney	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules	The exhibit is updated in response to Federal Bureau of Investigation’s Criminal Justice Information Services (CJIS) Security Policy, which requires school districts to have written procedures in place to protect criminal history record information, and for continuous improvement.	<input type="checkbox"/>
4:15, Identity Protection	The Legal References, Cross References, and footnotes are updated in response to a five-year review. The Legal References are updated with a minor style change. Policy 7:345, <i>Use of Educational Technologies; Student Data Privacy</i> , is added to the Cross References.	<input type="checkbox"/>
4:15-AP1, Protecting the Privacy of Social Security Numbers	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards	The procedure is updated in response to a five-year review.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	
4:40, Incurring Debt	The Legal References and footnotes are updated in response to a five-year review. The Legal References are updated with minor style changes.	<input type="checkbox"/>
4:40-AP, Preparing and Updating Disclosures	REFORMATTED. The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:70, Resource Conservation	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
4:70-AP, Resource Conservation	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:80, Accounting and Audits	The policy, Legal References, and footnotes are updated. The policy is updated in response to PRESS Advisory Board member feedback to raise the maximum balance for revolving fund bank accounts. The Legal References are updated with a minor style change. The footnotes are updated in response to 44 Ill.Admin.Code §7000.90(c)(3), added by 47 Ill.Reg. 7893, requiring districts that receive federal and State grant awards to have an annual audit of their financial statements conducted in accordance with ISBE accounting rules, and for continuous improvement.	<input type="checkbox"/>
4:80-AP3, Inventory Management for Federal and State Awards	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:140, Waiver of Student Fees	The policy is unchanged. The footnotes are updated in response to 23 Ill.Admin.Code §1.245, amended at 47 Ill. Reg. 18457, addressing school fines, and for continuous improvement.	<input type="checkbox"/>
4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees	The exhibit is updated for the reasons stated in 4:140, <i>Waiver of Student Fees</i> , above.	<input type="checkbox"/>
5:20-E, Resolution to Prohibit Sexual Harassment	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:30-AP4, Fingerprint-Based Criminal History Record Information Security	NEW. The procedure is created in response to the Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) Security Policy, which requires school districts to have written procedures in place to protect criminal history record information.	<input type="checkbox"/>
5:35-AP2, Employee Records Required by the Fair Labor Standards Act	The procedure is unchanged in response to a five-year review.	<input type="checkbox"/>
5:35-AP3, Compensable Work Time for Non-Exempt Employees Under the FLSA	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:35-AP4, Fair Labor Standards Act 12-Step Compliance Checklist	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:35-E, Volunteer Agreement Executed by a Non-Exempt Employee	The exhibit unchanged in response to a five-year review.	<input type="checkbox"/>
5:120-E, Code of Ethics for Illinois Educators	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input type="checkbox"/>
5:130, Responsibilities Concerning Internal Information	The Legal References, Cross References, and footnotes are updated in response to a five-year review. A Cross Reference to policy 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , is added.	<input type="checkbox"/>
5:180, Temporary Illness or Temporary Incapacity	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
5:200, Terms and Conditions of Employment and Dismissal	The Legal References and footnotes are updated in response to 105 ILCS 5/22-96, addressing short-term approvals for educators. The footnotes are also updated for continuous improvement.	<input type="checkbox"/>
5:250-AP, School Visitation Leave	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	The Legal References and footnotes are updated in response to a five-year review. The Legal References are updated with a minor style change.	<input type="checkbox"/>
5:310, Compensatory Time-Off	The Legal References and footnotes are updated in response to a five-year review. The Legal References are updated with a minor style change.	<input type="checkbox"/>
5:310-E, Agreement to Receive Compensatory Time-Off	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:120-AP1, E2, Special Education Required Notice and Consent Forms	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
6:120-AP2, Access to Classrooms and Personnel	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:120-AP2, E1, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:140, Education of Homeless Children	The Legal References, Cross References, and footnotes are updated. The Legal References and footnotes are updated in response to 23 Ill.Admin.Code §1.241, <i>Dispute Resolution for Students Experiencing Homelessness</i> , added at 47 Ill. Reg. 2411. The footnotes are updated for continuous improvement. Policy 4:140, <i>Waiver of Student Fees</i> , is added to the Cross References.	<input type="checkbox"/>
6:140-AP, Education of Homeless Children	The procedure is updated in response to 23 Ill.Admin.Code §1.241, <i>Dispute Resolution for Students Experiencing Homelessness</i> , added at 47 Ill.Reg. 241, and for continuous improvement.	<input type="checkbox"/>
6:150, Home and Hospital Instruction	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	
6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:230, Library Media Program	The policy is unchanged. The footnotes are updated in response to 23 Ill. Admin.Code §§3035.120 and 3035.140, amended by 48 Ill.Reg. 948, requiring a district to establish written procedures if it adopts an alternative written statement to prohibit the banning of books or resources.	<input type="checkbox"/>
6:230-AP, Responding to Complaints About Library Media Resource	The procedure is updated for the reason stated in 6:230, <i>Library Media Program</i> , above.	<input type="checkbox"/>
6:280-AP, Evaluating and Reporting Student Achievement	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:300-E1, Application for a Diploma for a Service member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
7:40-AP, Placement of Nonpublic School Students Transferring Into the District	The procedure is unchanged in response to a five-year review.	<input type="checkbox"/>
7:170, Vandalism	The Legal References are updated with a minor style change in response to a five-year review.	<input type="checkbox"/>
7:240-AP2, Extracurricular Drug and Alcohol Testing Program	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:250-AP1, Measures to Control the Spread of Head Lice at School	The procedure is unchanged in response to a five-year review.	<input type="checkbox"/>
7:270-E2, School Medication Authorization Form – Medical Cannabis	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:280-AP, Managing Students with Communicable or Infectious Diseases	The procedure is updated in response to 77 Ill.Admin.Code Part 690, amended by 47 Ill. Reg. 18112 and 48 Ill. Reg. 4098, revising rules regarding various communicable diseases.	<input type="checkbox"/>
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases	The exhibit is updated for the reason stated in 7:280-AP, <i>Managing Students with Communicable or Infectious Diseases</i> , above.	<input type="checkbox"/>
8:25-AP, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

Title IX Regulations

The U.S. Dept. of Education released final regulations implementing Title IX of the Education Amendments of 1972 (Title IX), effective 8-1-24. Compared to the previous Title IX regulations, the new 2024 Title IX regulations:

- Expand the breadth of Title IX grievance procedures to require that they be used to address *all* Title IX sex discrimination complaints, not just complaints of sexual harassment.
- Clarify that the scope of Title IX sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.
- Allow districts the flexibility to use a single investigator/decisionmaker template, so that the same individual who investigates a Title IX complaint may also make a decision regarding the complaint.

The 2:265 suite of PRESS material has been overhauled in response to the 2024 Title IX regulations, beginning with **REWRITTEN** sample policy 2:265, *Title IX Grievance Procedure*. Districts must still develop a notice of nondiscrimination, train all employees on Title IX, and respond in some manner to all reports of alleged Title IX sex discrimination, regardless of whether a formal complaint is filed. These requirements are set forth in **REWRITTEN** sample administrative procedure 2:265-AP1, *Title IX Response*. Should a formal Title IX complaint be filed, requirements for processing a complaint are set forth in **REWRITTEN** sample administrative procedure 2:265-AP2, *Formal Title IX Complaint Grievance Process*. **NEW** sample administrative procedure 2:265-AP3, *Title IX Coordinator*, states all Title IX Coordinator responsibilities in one document. **REWRITTEN** sample exhibit 2:265-E, *Title IX Glossary of Terms*, contains all updated terms from the 2024 Title IX Regulations, as well as a sample definition of *consent* and a summary of sex discrimination governed by laws other than Title IX.

Aside from material in the 2:265 suite, most PRESS material impacted by the 2024 Title IX regulations has also been updated in this issue. Please note, however, that the following items will be updated in response to both the 2024 Title IX regulations and recent Illinois legislative changes in PRESS Issue 117 (October 2024): sample administrative procedure 2:250-E2, *Immediately Available Public Records and Web-Posted Reports*; sample policy 5:20, *Workplace Harassment Prohibited*; and sample policy 7:10, *Equal Educational Opportunities*.

The PRESS editors extend their gratitude to the following individuals for their expert drafting and feedback on many pieces of PRESS material on Title IX Regulation updates: **Emily P. Bothfeld**, Partner, Robbins Schwartz; **Amy K. Dickerson**, Partner, Franczek P.C.; **Stephanie E. Jones**, Partner, Kriha Boucek; **Maureen A. Lemon**, Partner, Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.; **Ellen D. Lueking**, Senior Associate, Miller, Tracy, Braun, Funk & Miller, Ltd.; and **Jennifer M. Rosenberg**, Partner, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP.

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

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

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

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

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

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

Exhibits labeled with an “E” may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the “AP, E” format should be dated for implementation by the administrative staff.

The following **PRESS** materials are updated or created in response to the 2024 Title IX regulations:

- 2:260, Uniform Grievance Procedure
- 2:265, Title IX Grievance Procedure – **REWRITTEN**
- 2:265-AP1, Title IX Response – **REWRITTEN**
- 2:265-AP2, Formal Title IX Complaint Grievance Process – **REWRITTEN**
- 2:265-AP3, Title IX Coordinator – **NEW**
- 2:265-E, Title IX Glossary of Terms – **REWRITTEN**
- 5:100, Staff Development Program
- 7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students

- 7:10-AP2, Accommodating Breastfeeding Students
- 7:20, Harassment of Students Prohibited
- 7:20-AP, Harassment of Students Prohibited
- 7:185, Teen Dating Violence Prohibited

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>New Law Requires Districts to Develop Cardiac Emergency Response Plans</p> <p>Public Act 103-608, effective 1-1-25, will require districts to develop a cardiac emergency response plan (CERP) and distribute it to all teachers, administrators, school support personnel, coaches, and any other staff identified by the district. The law also incorporates review of the CERP into a district’s annual review of its emergency and crisis response plan. Finally, starting with the 2025-26 school year, each district will have to provide information to staff regarding emergency procedures and life saving techniques no later than 30 days after the first day each school year. Specific training, however, is not required.</p>	<p>Relevant materials, including sample PRESS policy 4:170, <i>Safety</i>, and other materials within the 4:170 suite will be updated in PRESS Issue 117.</p>
<p>Reminder That Boards Need to Study and Decide Potential Opt-Out From College and Career Pathway Endorsement Requirement by 7-1-25</p> <p>As we have reported in prior Progress Reports, 105 ILCS 5/10-20.83, added by P.A. 102-917, will require boards to elect to implement College and Career Pathway Endorsements for grades 9 through 12 by 7-1-25, unless a board decides to opt out of all or part of the requirement by adopting a set of findings that considers six different factors. Final regulations implementing the College and Career Pathway Endorsement System were issued on 5-9-24. 23 Ill.Admin.Code Part 258. Districts will also be required to adopt and commence implementation of career exploration and career development activities for grades 6-12 in accordance with the Illinois PaCE Framework by 7-1-25. For additional resources, see www.isbe.net/pathwayendorsements, www.isbe.net/Pages/Student-Resources.aspx, and www.isac.org/pace/index.html.</p>	<p>Relevant PRESS materials, including sample policy 6:60, <i>Curriculum Content</i>, will be updated in PRESS Issue 117.</p>

PRESS Issue 116 Trivia

71 pages • 22,918 words • 12 PRM materials

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

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

RENAMED. The title of the material has been amended.

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

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

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions
2:260, Uniform Grievance Procedure	<p>The policy, Legal References, and footnotes are updated. The policy and footnotes are updated for continuous improvement and in response to final regulations implementing Title IX of the Education Amendments of 1972 (Title IX), requiring all Title IX sex discrimination complaints to be processed using sample policy 2:265, <i>Title IX Grievance Procedure</i>.</p> <p>Footnote 4 is updated in response to final regulations implementing Title II of the Americans with Disabilities Act (Title II), requiring school districts to implement the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA for their web content and mobile apps.</p> <p>The Legal References are updated for continuous improvement.</p> <input data-bbox="1414 827 1446 869" type="checkbox"/>
2:265, Title IX Grievance Procedure	<p>REWRITTEN. The policy and footnotes are updated in response to final regulations implementing Title IX.</p> <input data-bbox="1414 1163 1446 1205" type="checkbox"/>
2:265-AP1, Title IX Response	<p>REWRITTEN. The procedure is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i>, above.</p> <input data-bbox="1414 1264 1446 1306" type="checkbox"/>
2:265-AP2, Formal Title IX Complaint Grievance Process	<p>REWRITTEN. The procedure is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i>, above.</p> <input data-bbox="1414 1365 1446 1407" type="checkbox"/>
2:265-AP3, Title IX Coordinator	<p>NEW. The procedure is created for the reason stated in 2:265, <i>Title IX Grievance Procedure</i>, above.</p> <input data-bbox="1414 1465 1446 1507" type="checkbox"/>
2:265-E, Title IX Glossary of Terms	<p>REWRITTEN. The exhibit is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i>, above.</p> <input data-bbox="1414 1566 1446 1608" type="checkbox"/>

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

5:100, Staff Development Program	<p>The policy, Administrative Procedure References, and footnotes are updated. The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.39(b-5), amended by P.A. 103-603, eff. 1-1-25, deleting “chronic health conditions of students” from the list of required staff training regarding health conditions of students; 2. 105 ILCS 5/10-22.39(b-20), amended by P.A. 103-603, eff. 1-1-25, requiring in-service training on the definitions of <i>trauma</i>, <i>trauma-responsive learning environments</i>, and <i>whole child</i> as set forth in 105 ILCS 5/3-11; and 3. 34 C.F.R. §106.8(d), updating Title IX training requirements for staff. <p>The footnotes are also updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.39(b-5)(7), amended by P.A. 103-603, eff. 1-1-25, providing immunity for trained employees using a trauma kit; 2. 105 ILCS 110/3, amended by P.A. 103-609, eff. 1-1-25, requiring districts to provide staff with information on emergency procedures and life-saving techniques within 30 days after the first day of each school year; and 3. Continuous improvement. <p>The Administrative Procedure References are updated to add NEW sample administrative procedure 2:265-AP3, <i>Title IX Coordinator</i>.</p>	<input type="checkbox"/>
7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students	The procedure is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
7:10-AP2, Accommodating Breast-feeding Students	The procedure is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
7:20, Harassment of Students Prohibited	The policy and footnotes are updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above, and for continuous improvement.	<input type="checkbox"/>
7:20-AP, Harassment of Students Prohibited	The procedure is updated to ensure alignment with continuous improvement updates made to sample policy 2:260, <i>Uniform Grievance Procedure</i> .	<input type="checkbox"/>
7:185, Teen Dating Violence Prohibited	The policy is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above, and for continuous improvement.	<input type="checkbox"/>