

Update Memo



Please distribute to board members and appropriate staff.

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Next Issue: Fall Legislative Update	

Online Instructions

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

- Go to www.iasb.com and click on the  button on the top navigation.
- 1. 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 for an email from info@iasb.com, if you do not see it in your email inbox.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty signing on to www.iasb.com, please contact Michael Ifkovits at mifkovits@iasb.com.
- 3. Click the  button on the top navigator bar. This will bring you to your account page
- 4. Under "Quick 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 Debra Jacobson, Associate General Counsel and **PRESS** Editor, djacobson@iasb.com; Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant **PRESS** Editor, jduffy@iasb.com; Maryam Brotine, Associate General Counsel and Assistant **PRESS** Editor, mbrotine@iasb.com; or Megan Mikhail, Assistant General Counsel and Assistant **PRESS** Editor, mmikhail@iasb.com.

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** material by striking out deleted words and underscoring new words, a.k.a. "tracked changes."

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use **PRM** pages 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**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), available on IASB's website.

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.

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 480 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:

- 1:10, School District Legal Status
- 1:20, District Organization, Operations, and Cooperative Agreements
- 1:20-AP, Checklist for Handling Intergovernmental Agreement Requests
- 1:30, School District Philosophy
- 2:10, School District Governance
- 2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member
- 2:120-E2, Website Listing of Development and Training Completed by Board Members
- 2:125-E3, Resolution to Regulate Expense Reimbursements
- 2:130, Board-Superintendent Relationship
- 2:200-AP, Types of School Board Meetings
- 2:220-E4, Open Meeting Minutes
- 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings
- 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
- 2:240, Board Policy Development
- 2:240-E1, **PRESS** Issue Updates
- 2:240-E2, Developing Local Policy
- 3:30, Chain of Command
- 3:30-E, Organizational Chart for Administration
- 3:70-AP, Succession Plan
- 4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
- 4:15-E2, Statement for Purpose of Collecting Social Security Numbers
- 4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
- 4:50, Payment Procedures
- 4:55, Use of Credit and Procurement Cards
- 4:120-AP, Food Services; Competitive Foods; Exemptions
- 4:170-AP5, Unsafe School Choice Option
- 4:180-AP2, Pandemic Influenza Surveillance and Screening
- 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic - **DELETED**
- 5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media
- 5:170-AP1, Copyright Compliance
- 5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works
- 5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment
- 5:170-E1, Request to Reprint or Adapt Material

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.

5:190-E2, Notice to Parents When Their Child is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Does Not Meet Applicable State Certification/Licensure Requirements
 5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
 5:240-AP, Suspensions
 6:120-AP4, Care of Students with Diabetes
 6:190-AP, Eligibility for Participation in Extracurricular Activities
 6:235-E5, Children's Online Privacy Protection Act
 6:250-AP, Resource Persons and/or School Volunteers; Screening

7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students
 7:90, Release During School Hours
 7:130, Student Rights and Responsibilities
 7:140, Search and Seizure
 7:140-E, Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act
 7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program
 7:300, Extracurricular Athletics
 8:80, Gifts to the District
 8:95-E2, Verification of School Visitation
 8:110, Public Suggestions and Concerns

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** material is updated:

2:80, Board Member Oath and Conduct
 4:175-AP1, Criminal Offender Notification Law; Screening
 4:180, Pandemic Preparedness; Management; and Recovery
 7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases
 7:325, Student Fundraising Activities
 8:30-AP, Definition of Child Sex Offender

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.

Topic	Our Response
<p>U.S. Supreme Court Hears Case on Parent Opt-Out from Use of LGBTQ+ Books in Elementary School Classrooms</p> <p>On April 22, 2025, the U.S. Supreme Court heard arguments in the case of <i>Mahmoud v. Taylor</i>. The Board of Education of Montgomery County Public Schools in Maryland was sued by a group of parents after it decided the schools should no longer provide parents with notice and the ability to opt their children out of classroom lessons that included books with LGBTQ+ characters and themes. The parents claimed the Board's decision to deny opt-out requests conflicted with the parents' religious beliefs. At the oral argument, a majority of the justices appeared sympathetic to the parents' position. The Board argued it was not operationally feasible to allow for such opt-outs, and that the students' mere exposure to such material in class did not burden the parents' exercise of religion. The U.S. Supreme Court is expected to issue a decision in this case by early July.</p>	<p>After the U.S. Supreme Court's decision is issued in this case, affected PRESS materials, which may include policies 6:40, <i>Curriculum Development</i>, 6:210, <i>Instructional Materials</i>, and/or 6:260, <i>Complaints About Curriculum, Instructional Materials, and Programs</i>, will be updated in the fall PRESS issue.</p>
<p>III. General Assembly Passes Immigration Bill Impacting Schools</p> <p>As its spring session came to close, the 104th General Assembly passed HB 3247, which is intended to protect the right of immigrant students to access a free, public education in Illinois. Assuming the bill is signed into law by the Governor, it will require each school board to adopt a policy by 7-1-26 that prohibits the exclusion of a child or their parent/guardian from activities or programs because of a child's or parent's/guardian's perceived or actual immigration status, among other provisions. The bill also requires schools to develop procedures by 7-1-26 for reviewing and authorizing requests from law enforcement agents attempting to enter a school.</p>	<p>If HB 3247 becomes law, affected PRESS materials, including policy 7:150, <i>Agency and Police Interviews</i>, and administrative procedure 7:150-AP, <i>Agency and Police Interviews</i>, will be updated in the fall PRESS issue.</p>

PRESS Issue 119 Trivia

119 pages • 40,254 words • 56 PRM 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**.

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

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

RENAMED. The title of the material has been amended.

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

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

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
1:10, School District Legal Status	The Legal References are updated with a minor style change in response to a five-year review.	<input type="checkbox"/>
1:20, District Organization, Operations, and Cooperative Agreements	The Legal References are updated with a minor style change in response to a five-year review. The footnotes are updated for continuous improvement.	<input type="checkbox"/>
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
1:30, School District Philosophy	The policy is unchanged in response to a five-year review.	<input type="checkbox"/>
2:10, School District Governance	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
2:80, Board Member Oath and Conduct	The policy, Cross References, and footnotes are updated. The policy is updated to correct the title of IASB's <i>Code of Conduct for Members of School Boards</i> . The footnotes and Cross References are updated in response to Ill. Council of School Attorneys member feedback regarding oath of office violations. Footnote 1 is updated to include optional language a board can adopt to express potential consequences if a board member violates his or her oath of office.	<input type="checkbox"/>
2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:120-E2, Website Listing of Development and Training Completed by Board Members	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:125-E3, Resolution to Regulate Expense Reimbursements	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>

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

2:130, Board-Superintendent Relationship	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
2:200-AP, Types of School Board Meetings	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
2:220-E4, Open Meeting Minutes	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:240, Board Policy Development	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
2:240-E1, PRESS Issue Updates	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:240-E2, Developing Local Policy	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:250-E3, Recurrent Requestor Notification	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
3:30, Chain of Command	The policy is unchanged in response to a five-year review.	<input type="checkbox"/>
3:30-E, Organizational Chart for Administration	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
3:70-AP, Succession Plan	The procedure is unchanged in response to a five-year review.	<input type="checkbox"/>
4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:15-E2, Statement for Purpose of Collecting Social Security Numbers	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:50, Payment Procedures	The policy is unchanged in response to a five-year review.	<input type="checkbox"/>
4:55, Use of Credit and Procurement Cards	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>

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

4:120-AP, Food Services; Competitive Foods; Exemptions	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:170-AP5, Unsafe School Choice Option	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:175-AP1, Criminal Offender Notification Law; Screening	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 deletion of 4:180-AP3, <i>Grant Flexibility; Payment of Employee Salaries During a Pandemic</i> , and for continuous improvement.	<input type="checkbox"/>
4:180-AP2, Pandemic Influenza Surveillance and Screening	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic	DELETED. The procedure is deleted in response to a five-year review.	<input type="checkbox"/>
5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
5:170-AP1, Copyright Compliance	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:170-E1, Request to Reprint or Adapt Material	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
5:190-E2, Notice to Parents When Their Child is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Does Not Meet Applicable State Certification/Licensure Requirements	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:240-AP, Suspensions	The procedure is updated in response to a five-year review.	<input type="checkbox"/>

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

6:120-AP4, Care of Students with Diabetes	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:190-AP, Eligibility for Participation in Extracurricular Activities	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:235-E5, Children's Online Privacy Protection Act	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:250-AP, Resource Persons and/or School Volunteers; Screening	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:90, Release During School Hours	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:130, Student Rights and Responsibilities	The Legal References are updated with minor style changes in response to a five-year review. The footnotes are updated for continuous improvement.	<input type="checkbox"/>
7:140, Search and Seizure	The policy, Legal References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:140-E, Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases	The exhibit is updated in response to 77 Ill. Admin. Code Part 690, amended by 48 Ill. Reg. 15900, revising reporting requirements for certain diseases or conditions.	<input type="checkbox"/>
7:300, Extracurricular Athletics	The Legal References and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:325, Student Fundraising Activities	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
8:30-AP, Definition of Child Sex Offender	The procedure is updated in response to 720 ILCS 5/11-9.3(d), amended by P.A. 103-1071, eff. 7-1-25, amending certain sex offense definitions as they relate to juvenile sex offenders.	<input type="checkbox"/>
8:80, Gifts to the District	The policy, Legal References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
8:95-E2, Verification of School Visitation	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>

Acknowledgement to PRESS Advisory Board

The **P**olicy **R**eference **E**ducation **S**ubscription **S**ervice (**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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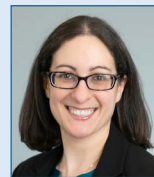
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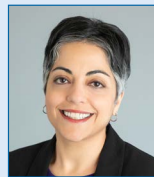
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