

Update Memo

PRESS

Policy Reference Education Subscription Service

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Instructions

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

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

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

School Board and Administration

► **2:250-AP2, Administrative Procedure - Protocols for Record Preservation and Development of Retention Schedules.** In addition to minor reorganization, this procedure is updated with:

1. A new introductory paragraph stating that the legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute.
2. New provisions on electronic data.
3. New provisions on the destruction of records.
4. New web-links to the Ill. Secretary of State's publication on electronic records and other record management resources.

► **2:250-E2, Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records.**

This exhibit has two purposes: (1) to identify the reports and documents that must be posted on a district's website, if the district has a website, and (2) to fulfill the requirement in the Freedom of Information Act for the district's FOIA officer to designate the public records that are immediately available to the public. We updated several web-posting requirements and deleted the requirement to web-post "~~contracts with an exclusive bargaining representative(s)~~" (P.A. 97-256 repealed the requirement). We added these web-posting requirements in response to legislation:

1. District report card and a report card for each school (105 ILCS 5/10-17a, amended by P.A. 97-671).
2. Administrator and teacher salary and benefits report (105 ILCS 5/10-20.47, amended by P.A. 97-256).
3. Log of board members' professional development leadership training (105 ILCS 5/10-16a, added by P.A. 97-8).

4. As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that:
 - a. Exceeds \$75,000 per year (must be web-posted within 6 business days after the budget's approval), or
 - b. Is equal to or in excess of \$150,000 per year (must be web-posted at least 6 days before the compensation package is approved).

5 ILCS 120/7.3, added by P.A. 97-609.

NOTE: As of this publication's date, IASB has not received a response from the Ill. Attorney General's office to its request for guidance concerning whether the requirements in #4 apply to employees who do not participate in IMRF, e.g., TRS participants.

- ▶ **3:40, Superintendent.** The policy is updated to refer to the "Educator Preparation and Licensure Board" rather than the "~~Certification Board~~." We removed specific web-posting requirements from a footnote and added a reference to the more comprehensive 2:250-E2, *Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records*. The Legal References are updated.

Operational Services

- ▶ **4:45-AP, Administrative Procedure - Insufficient Fund Checks.** We updated a sentence in the procedure as follows: "2. If the amount due is not paid after initial contact, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment within 30 days of mailing the letter, and shall include notice of liability for the costs and expenses."
- ▶ **4:60, Purchases and Contracts.** To consolidate web-posting mandates into one location, we removed specific web-posting requirements from the alternative policy language in a footnote of this policy and added a footnote reference to 2:250-E2, *Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records*. The alternative provision is amended to replace the specific posting requirements with the underscored text:

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.
- ▶ **4:60-AP1, Administrative Procedure - Purchases.** We deleted the requirement to web-post collective bargaining agreements in response to P.A. 97-256 which repealed

the statute containing this mandate. Districts must, however, include collective bargaining agreements in their web-posted list of contracts. We stated this requirement as follows: "A list must be posted on the District's website, if any, of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative."

- ▶ **4:120, Food Services.** This policy is updated to reflect the new rules from the federal Dept. of Agriculture. A new sentence reads: "Food or beverage items sold to students as part of a reimbursable meal under the School Breakfast Program or the National School Lunch Program must consist of nutritious, well-balanced, and age-appropriate meals that reflect food and nutrition requirements specified by the U.S. Dept. of Agriculture." The purpose of the new rules is to enhance the diets and health of school children, and help mitigate the childhood obesity trend by requiring most schools to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk in school meals; reduce the levels of sodium, saturated fat and trans fat in meals; and meet the nutrition needs of school children within their calorie requirements.

Legal References were updated and a footnote is clarified.

- ▶ **4:170-AP8, Administrative Procedure - Movable Soccer Goal Safety.** This is NEW. This procedure is required *only* by those school districts that own and control a movable soccer goal. The procedure is based upon the current guidance available from the Ill. Dept. of Public Health.

Personnel

- ▶ **5:280, Educational Support Personnel, Duties and Qualifications.** We updated this policy as follows:

1. Language in the **Paraprofessionals and Teacher Aides** section is edited for continuous improvement to more accurately reflect language from ISBE rules at 23 Ill.Admin.Code §25.510 and 23 Ill.Admin.Code §1.630(b)(2). The edited sentences now read:

Paraprofessionals and teacher aides are noncertificated personnel with supervised instructional duties;... Service as a paraprofessional or teacher aide requires a *statement of approval* issued by the Illinois State Board of Education (ISBE), unless the individual holds ~~certification~~ any certificate indicative of completion of at least a bachelor's degree, or a professional provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.

The corresponding footnote also includes additional information about an upcoming Speech Language paraprofessional phase-out by ISBE.

2. Other footnotes are amended to reflect the ISBE rules discussed immediately above.
3. We deleted the following language in the **Coaches and Athletic Trainers** section and moved it to the footnotes as an option: “The coach for an extracurricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA’s educational program and competency testing on preventing abuse of performance-enhancing substances.” This is because the statute requiring this training was *repealed* on July 1, 2011. As of the date of this publication, neither IHSA by-laws for *Qualification for Coaches*, sub-sections 2.071-2.079 nor its annual *Administrative Procedures, Guidelines and Policies* document included this requirement. Both documents were published after the statute’s repeal date.
4. Legal References reflect the repeal of 105 ILCS 25/2.

Instruction

- ▶ **6:120-AP1, E1, Exhibit - Notice to Parents/Guardians Regarding Section 504 Rights.** This material is updated to reflect the Americans with Disabilities Act Amendments Act and its implementing rules. The intro paragraphs now read:

The Rehabilitation Act of 1973, commonly referred to as *Section 504*, is a nondiscrimination statute enacted by the U.S. Congress. The Act’s purpose is to ~~prohibit discrimination.~~ (1) protect the rights of individuals with disabilities in programs and to activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who: has a record of having, or is regarded as having, a *physical or mental impairment* which substantially limits a *major life activity* ~~such as learning, self care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.~~ Many students will be eligible for educational service under both Section 504 and the Individuals with Disabilities Education Act (IDEA). Students who are eligible under IDEA have many specific rights that are not available to students who are eligible solely under ~~Section 504 as defined by 34 C.F.R. §104.3.~~

Legal citations and links to websites throughout the exhibit were updated and clarified.

- ▶ **6:180, Extended Instructional Programs.** We deleted number 7 from the policy, “~~7. Pre-apprenticeship programs~~” and its corresponding footnote because this sec-

tion of the School Code has been repealed. Legal References are updated along with the footnotes.

- ▶ **6:235, Access to Electronic Networks.** We updated this policy to align with language now required by the Children’s Internet Protection Act (CIPA) regulations, 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. Beginning July 1, 2012, all boards that receive *E-rate* funds will need to certify that they have updated their Internet safety policies with specific language from the rules. We updated the policy as follows:

1. We amended the title of the first section to read “**Curriculum and Appropriate Online Behavior.**” Language in the section contains a new sentence required by the new federal rules: “As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response.”
2. We amended language in the **Internet Safety** section to read: “Technology protection measures shall be used on each District computer with Internet access. They shall ~~have include~~ a filtering device that ~~blocks entry~~ protects against Internet access by both adults and minors to visual depictions that are:...”
3. Legal References are updated to reflect the title to the amended regulations.
4. Footnotes clarify the new regulations.

- ▶ **6:290, Homework.** The policy is edited as follows: “Homework is ~~a necessary~~ part of the District’s instructional program and has the overarching goal of increasing student achievement.” Two optional provisions are added to the footnotes.

Students

- ▶ **7:50, School Admissions and Student Transfers To and From Non-District Schools.** In response to 105 ILCS 5/22-65, added by P.A. 97-505, this sentence is added to the section on **Admission Procedure**: “The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. armed forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.” Explanatory footnotes are also updated.

- ▶ **7:50-AP, Administrative Procedure - School Admissions and Student Transfers To and From Non-District Schools.** In addition to minor reorganization, updates are made to this procedure including:

1. A new introductory paragraph stating that the legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute.
2. Added the following: “Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student’s last school district. 105 ILCS 5/10-8.1.”
3. Added the following: “The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. armed forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. 105 ILCS 5/22-65, added by P.A. 97-505.”
4. Added the requirement to notify a transferring student and his or her parent of the destruction schedule for the student’s school records.
5. Added new requirements for tracking transfer students including when to designate a student as a dropout.

▶ **7:140-AP, Administrative Procedure - Use of Metal Detectors for Student Safety.** We reviewed for continuous improvement purposes and updated the procedure in the **Metal Detectors** section as follows: “Metal detectors may be used when any one of the following occurs:... ~~or~~ (3) when violence involving weapons has occurred at a school or on school property, at school functions, or in a school’s vicinity, or (4) when a mass search takes place according to the District’s standards for when and how metal detector searches are to be conducted.”

New State Board Rules on Student School Records

The Ill. State Board of Education adopted amended rules implementing the Illinois School Student Records Act on Feb. 6, 2012. Many of the amendments were the direct result of suggestions from the Illinois Council of School Attorneys and IASB. A web-link to a redline version of ISBE’s amended rules is available on the IASB website, at iasb.com/law/newrules.cfm.

▶ **7:220, Bus Conduct.** A paragraph in the section on **Electronic Recordings on School Buses** is deleted to be consistent with an amended ISBE rule on *school student records* and to remove administrative measures. An amended ISBE rule specifies that *school student records* do not include electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3. A footnote suggests that boards consult with the board attorney concerning the status of video and/or audio

recordings that are made on school buses. The Legal References are updated.

▶ **7:220-AP, Electronic Recordings on School Buses.** This procedure is updated to improve alignment with an amended ISBE rule that exempts from the definition of *school student records*: (1) a video or other electronic recordings “created at least in part for law enforcement or security or safety reasons or purposes,” and (2) electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping.

The procedure’s provisions concerning who may view or listen to the recordings on buses is amended to use terms in the ISBE rule and now states: “Viewing and/or listening to electronic video and/or audio recordings is limited to law enforcement officers working in the District and District personnel. These individuals must have, (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct.” In addition, the following sentence is added: “If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.”

The following sentence is added to the procedure’s section on **Notice of Electronic Recordings**: “The Eavesdropping Act exempts electronic recordings on school buses from its coverage when transportation is provided for a school activity, provided the School Board adopted a policy authorizing their use.” A footnote suggests that boards consult with the board attorney concerning the status of video and/or audio recordings that were made on school buses.

▶ **7:340, Student Records.** This policy is updated to include a comprehensive definition of *school student record*. Boards that prefer a concise definition may substitute the alternative, shorter definition provided in a footnote. Otherwise, nonsubstantive edits are made to the policy. The explanatory footnotes, Legal References, Cross References, and Administrative Procedure references are updated.

▶ **7:340-API, Administrative Procedure - School Student Records.** This procedure is rewritten to comply with ISBE’s amended rules on *school student records*, to be more comprehensive, and to enhance usability. It now contains the following sections:

- A. Legal Citations and Definitions
- B. School Student Records Defined
- C. Eligible Students Accorded the Rights of Parent/Guardian
- D. Official Records Custodians. This section designates each Building Principal as the Official Records Custodian for his or her respective

school. The duties are listed in numbered paragraphs.

- E. Maintenance of School Student Records. This section contains numbered lists of the two types of school student records: permanent records and temporary records.
- F. Retention and Destruction of School Student Records
- G. Social Security Numbers
- H. Access to School Student Records. The phrase “access to a school student record” is defined as any release or disclosure of information from a student’s school record, whether or not any record is copied, and should be broadly interpreted. This section contains the requirements for:
 - Access to Parent/Guardian or Eligible Student
 - Access With Consent of Parent/Guardian or Eligible Student
 - Access Without Notification to or Consent of Parent/Guardian or Eligible Student
 - Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student
- I. Record of Release
- J. Orders of Protection
- K. Transmission of Records for Transfer Students
- L. Directory Information
- M. Student Record Challenges

- ▶ **7:340-AP1, E1, Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records.** This notice is significantly edited to comply with ISBE’s amended rules.
- ▶ **7:340-AP2, Administrative Procedure - Storage and Destruction of School Student Records.** This procedure is **NEW**. It contains the required steps for digitizing or microfilming school student records and for their destruction along with legal citations and multiple links to web-based record management resources.
- ▶ **7:340-AP2, E1, Exhibit - Letter Containing Schedule for Destruction of Student Records.** This **NEW** exhibit is a notice to parents and students informing them of the destruction schedule for the student’s school records.

Community Relations

- ▶ **8:20-E, Exhibit - Application and Procedures for Use of School Facilities.** This form is updated in response to 77 Ill. Admin.Code §525.500, which eliminated the need for schools to complete *Automated External Defibrillator Incident Reports*. We added language and legal citations to clarify that State law encourages all non-district users of the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as trained AED users under Ill. law (410 ILCS 4/10; 77 Ill.Admin.Code §527.100).

Progress Report: The contents of this table frequently change.

Topics	Our Response
<p>P.A. 97-607 contains a new system for professional educator licensure (as opposed to teacher certification). It will affect many pieces of PRESS material over the next two years. To complicate further, this legislation also affects many sections of the School Code that were recently amended in PERA (P.A. 96-861) and the Education Reform Act (P.A. 97-8).</p>	<p>We will update the PRESS materials that this law affects in several stages. We will need to amend PRESS material multiple times as P.A. 97-607 is implemented.</p>
<p>P.A. 96-1624, eff. 2-14-11, called <i>Erin's Law</i>, allows school boards to adopt policies addressing the prevention of sexual abuse.</p>	<p>Before we can determine which sample policies require amendments, the Task Force on the Prevention of Sexual Abuse of Children must meet and fulfill several statutory obligations. Many sample PRESS policies already address the issues presented in this bill.</p>
<p>ISBE finalized its rules that incorporate by reference the: <i>Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects</i>, and <i>Common Core State Standards for Mathematics</i>, both published by the Common Core State Standards Initiative. They are referred to as <i>common core standards</i> and are posted at: www.corestandards.org/the-standards/english-language-arts-standards, and www.corestandards.org/the-standards/mathematics. Both replace State goals and standards for English and math in Appendix D to Part 1.</p>	<p>We will amend references to State goals and standards by referring to the common core standards in applicable footnotes and policies as they are reviewed.</p>
<p>On July 2, 2008 the final guidelines to implement the Sex Offender Registration Notification Act (SORNA) were adopted. They set forth standards to address the various aspects of sex offender tracking and public notification with the objective of establishing a national baseline for sex offender registration and notification. The U.S. Attorney General's supplemental guidelines to the SORNA guidelines were finalized on 1-11-2011.</p> <p>The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART Office) reports that Illinois' second requested one-year extension to implement SORNA by 7-27-2011 has expired.</p> <p>Illinois has not implemented as of the date of this publication nor has it requested another extension. SB 1040 would bring Illinois into compliance; however it has been referred back to the Ill. Senate's Assignments Committee. Some argue implementing SORNA will be more expensive than the penalty for non-implementation, a 10% reduction in funding under 42 U.S.C. §3750 <i>et seq.</i> (Byrne Justice Assistance Grant funding). For up to date information: www.ojp.usdoj.gov/smart/newsroom.htm.</p>	<p>We will continue to monitor and update all applicable policies and procedures affected by SORNA when Illinois reaches substantial implementation.</p>

Revisions to Policies, Administrative Procedures and Exhibits

	Number and Title	Reason The memo more completely describes the actions taken.
	2:250-AP2, Administrative Procedure - Protocols for Record Preservation and Development of Retention Schedule	Administrative procedure updated to be more comprehensive.
✓	2:250-E2, Exhibit - Immediately Available District Public and Web-Posted Reports and Records	Exhibit updated in response to new legislation.
	3:40, Superintendent	Updated the policy to refer to the “ <u>Educator Preparation and Licensure Board.</u> ” Legal References and footnotes updated.
	4:45-AP, Administrative Procedure - Insufficient Fund Checks	Updated one sentence.
	4:60, Purchases and Contracts	Alternative policy provision that is located in the sample policy’s footnote is substantively edited in response to legislation.
	4:60-AP1, Administrative Procedure - Purchases	Procedure and footnotes updated in response to legislation.
✓	4:120, Food Services	Policy, Legal References and footnotes are updated to reflect the new rules from the federal Dept. of Agriculture.
✓	4:170-AP8, Administrative Procedure - Movable Soccer Goal Safety	NEW
	5:280, Educational Support Personnel - Duties and Qualifications	Policy, Legal References and footnotes are updated to clarify references to ISBE rules.
	6:120-AP1, E1, Exhibit - Notice to Parents/Guardians Regarding Section 504 Rights	Exhibit and legal citations are updated for clarification.
	6:180, Extended Instructional Programs	Policy, Legal References and footnotes are updated to reflect a repealed statute.
✓	6:235, Access to Electronic Networks	Policy, Legal References and footnotes are updated.
	6:290, Homework	Policy and footnote edited and optional provisions added.
	7:50, School Admissions and Student Transfers To and From Non-District Schools	Policy and footnotes updated in response to legislation.
	7:50-AP, Administrative Procedure - School Admissions and Student Transfers To and From Non-District Schools	Footnotes updated in response to legislation and also to be more comprehensive.
	7:140-AP, Administrative Procedure - Use of Metal Detectors for Student Safety	Administrative procedure is updated in the Metal Detectors section.

Revisions to Policies, Administrative Procedures and Exhibits *continued*

	Number and Title	Reason The memo more completely describes the actions taken.
✓	7:220, Bus Conduct	Policy updated in response to amended ISBE rules.
✓	7:220-AP, Administrative Procedure - Electronic Recordings on School Buses	Administrative procedure is updated in response to amended ISBE rules.
✓	7:340, Student Records	Policy is updated in response to amended ISBE rules.
✓	7:340-AP1, Administrative Procedure - <u>School Student Records</u>	Administrative procedure is rewritten in response to amended ISBE rules and also to be more comprehensive.
✓	7:340- <u>AP1</u> , E1, Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	Exhibit is updated in response to amended ISBE rules and also to be more comprehensive.
	7:340-AP2, Administrative Procedure - Storage and Destruction of School Student Records	NEW - Administrative procedure added in response to amended ISBE rules.
	7:340-AP2, E1, Exhibit - Letter Containing Schedule for Destruction of Student Records	NEW - Exhibit added in response to amended ISBE rules.
	8:20-E, Exhibit - Application and Procedures for Use of School Facilities	Exhibit and legal citations are updated.

Five Year Review

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

	Number and Title	Reason
	2:125-E1, Exhibit - Board Member Travel Expense Voucher	The exhibit is unchanged.
	2:125-E2, Exhibit - Board Member Travel Expense Purchase Order	The exhibit is unchanged.
	3:70, Succession of Authority	The policy is unchanged. We deleted a sentence in the footnotes that referred to a repealed statute.
	4:45, Insufficient Fund Checks	The policy is unchanged.
	4:170- <u>AP1</u> , E1, Exhibit - Accident or Injury Form	We updated the language within the form.
	4:170- <u>AP1</u> , E2, Exhibit - Memo to Staff Members Regarding Contacts by Media About a Crisis	No changes were made to the exhibit.
	4:170- <u>AP1</u> , E3, Exhibit - Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses	No changes were made to the exhibit.
	4:170-AP3, Administrative Procedure - School Bus Safety Rules	The procedure is unchanged.
	4:180, Pandemic Preparedness	The Legal References are updated. We also updated several footnotes to clarify new legal references and delete invalid links to websites that were moved or changed over the past 5 years.
	4:180-AP1, Administrative Procedure - School Action Steps for Pandemic Influenza	The procedure is updated to delete invalid links to websites that were moved or changed over the past 5 years.
	4:180-AP2, Administrative Procedure - Pandemic Influenza Surveillance and Reporting	The procedure is updated to delete invalid links to websites that were moved or changed over the past 5 years.
	5:60, Expenses	The policy is unchanged. We updated the footnotes.
	5:60-AP, Administrative Procedure - Expenses	The procedure is unchanged. We updated the footnotes.
	5:60-E, Exhibit - Employee Travel Expense Voucher	The exhibit is unchanged.
	5:70, Religious Holidays	The Legal References and footnotes are updated.
	5:80, Court Duty	The policy is unchanged. We updated the footnotes.

Five Year Review *continued*

	Number and Title	Reason
	5:110, Recognition for Service	The policy is unchanged. We updated the footnotes with the most current information from ISBE.
	5:130, Responsibilities Concerning Internal Information	The Legal References and footnotes are updated.
	5:130-AP, Administrative Procedure - Email Retention	The procedure has one nonsubstantive edit. We updated the footnotes.
	5:140, Solicitations By or From Staff	The policy is unchanged. We updated the footnotes.
	5:220-E, Exhibit - Unsatisfactory Performance Report for Substitute Teachers	The exhibit is unchanged.
	5:230, Maintaining Student Discipline	The policy is unchanged. We updated the footnotes.
	5:250-AP, Administrative Procedure - School Visitation Leave	The procedure is nonsubstantively updated with legal citations. We deleted footnotes that contained the legal citations moved into the procedure. We updated other footnotes.
	5:270-E, Exhibit - Notice of Employment	The exhibit is unchanged.
	5:320, Educational Support Personnel - Evaluation	Footnotes are updated to clarify that State law does not address evaluation of educational support personnel.
	6:40, Curriculum Development	The policy is unchanged. We updated the footnotes.
	6:60-E, Exhibit - Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	The exhibit is unchanged.
	6:70, Teaching About Religions	The policy is unchanged. We made nonsubstantive updates to the Legal References and footnotes.
	6:70-AP, Administrative Procedure - Teaching About Religions	The policy is unchanged.
	6:80, Teaching About Controversial Issues	The policy is unchanged. We added a new footnote.
	6:145, Migrant Students	The policy is unchanged. We deleted a Legal Reference and made non-substantive footnote changes.
	6:260, Complaints About Curriculum, Instructional Materials, and Programs	The policy is unchanged.
	6:260-E, Exhibit - Curriculum Objection	The exhibit is unchanged.
	6:310-E, Exhibit - Class Substitution Request	The exhibit is nonsubstantively updated.
	6:330, Achievement and Awards	The policy is unchanged.

Five Year Review *continued*

	Number and Title	Reason
	7:80, Release Time for Religious Instruction/Observance	The policy is unchanged.
	7:130, Student Rights and Responsibilities	The policy is unchanged. We added an explanatory footnote.
	7:140, Search and Seizure	The Legal References are updated. We updated the foot-notes.
	7:160, Student Appearance	The policy is unchanged. The footnotes are augmented.
	7:190-AP1, Student Handbook - Hazing Prohibited	The procedure is unchanged.
	7:190-E1, Exhibit - Aggressive Behavior Reporting Letter and Form	The exhibit is unchanged.
	7:240- AP2 , E1, Exhibit - Consent to Participate in Extracurricular Drug and Alcohol Testing Program	We added informational links to IHSA's website.
	7:250, Student Support Services	The Legal References and footnotes are updated.
	7:275, Orders to Forgo Life-Sustaining Treatment	The policy is nonsubstantively updated to fix a legal reference. We updated the Legal References and footnotes.
	7:290-AP, Administrative Procedure - Adolescent Suicide and Crisis Intervention	The procedure is updated with new links to resources.
	7:340-AP1, E2, Exhibit - Using a Photograph or Video Recording of a Student	No changes are made.
	7:340-AP1, E3, Exhibit - Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information	No changes are made.
	7:340- AP1 , E4, Exhibit - Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information	Exhibit edited to make minor clarifications.
	7:340- AP1 , E5, Exhibit - Biometric Information Collection Authorization	Exhibit edited to make minor clarifications.

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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