

ISSUE 98
May/June 2018

Update Memo

Please distribute to board members and appropriate staff.

Contents

| | |
|---|------|
| Instructions..... | p. 1 |
| PRESS Issue 98 Topic Bundles | p. 1 |
| PRESS Terminology | p. 2 |
| Progress Report..... | p. 4 |
| Revisions to Policies, Administrative Procedures, and Exhibits (numerical table)..... | p. 5 |
| Next Issue: Post-Legislative Session Updates | |

Online Instructions

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

1. Go to www.iasb.com and click on **MY ACCOUNT**.
2. Log in using 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.
 - 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, please contact Linda Cala at lcala@iasb.com.
3. Under **My Account Links**, click on **PRESS Login**.

For additional help, click the ? in the upper right corner. Also available is a 10-minute video tutorial at www.iasb.com/policy.



PRESS

Policy Reference Education Subscription Service

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

Instructions

You are encouraged to 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 show suggested changes to **PRESS** material by striking out deleted words and underscoring new words. The updated **PRM** pages contain all of the material in this **PRESS** issue; you can use them to update your district manuals.

Accelerated Placement Act

105 ILCS 5/14A, amended by P.A. 100-421, eff. 7-1-18, (Accelerated Placement Act (APA)), now covers *Gifted and Talented Children and Children Eligible for Accelerated Placement*. Accelerated placement means the placement of a child in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child. By July 1, 2018, school districts must adopt a policy that includes specific components set forth in the APA.

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12. The APA requires accelerated placement to include early entrance to kindergarten and early entrance to first grade. In contrast, 105 ILCS 5/10-20.12 permits, but does not require, districts to offer early entrance to kindergarten and early entrance to first grade "based upon an assessment of the student's readiness to attend school."

To further complicate matters, the APA does not define early entrance to kindergarten or early entrance to first grade. Under 105 ILCS 5/10-20.12, students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31.

The Alliance has been seeking a legislative clarification, however, such a fix has stalled, and the APA implementation date is quickly approaching. Consult the board attorney for guidance.

The following **PRESS** materials are updated and created in response to the APA:

- 6:130, Program for the Gifted
- 6:135, Accelerated Placement Program – **NEW**
- 6:135-AP, Accelerated Placement Program Procedures – **NEW**
- 7:50, School Admissions and Student Transfers To and From Non-District Schools

Cursive Writing Unit of Instruction

105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18, requires that elementary schools, beginning with the 2018-2019 school year, offer at least one unit of instruction in cursive writing before students complete grade 5. The law also requires school districts to determine by policy at what grade level or levels school districts will offer students cursive writing. Other than offering a unit of instruction in cursive writing before students complete grade 5, the law is silent upon *when* school districts must, by policy, offer the instruction. See the **Revisions to Policies, Administrative Procedures, and Exhibits** table on page 5 for further discussion.

The following **PRESS** material is updated in response to 105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18:

6:60, Curriculum Content

Grant Accountability and Transparency Act (GATA) – Fraud, Waste, and Abuse

Many **PRESS** subscribers have requested materials regarding internal controls that address fraud, waste, and abuse under 30 ILCS 708/ (Grant Accountability and Transparency Act (GATA)). Many requests were in response to correspondence they received from the GATA Administration division of the Illinois State Board of Education (ISBE). In such correspondence, ISBE identified that certain districts' responses to Section 11 of the *GATA Fiscal and Administrative Internal Controls Questionnaire* (ICQ) indicated an elevated risk for fraud, waste, and abuse. As a result, ISBE requested that such elevated-risk districts implement measures to address this risk.

In collaboration with ISBE's GATA Administration division, the following **PRESS** materials are updated to align with ISBE's GATA best practice recommendations:

4:80, Accounting and Audits

4:80-AP1, Checklist for Internal Controls – **RENUMBERED**

4:80-AP2, Fraud, Waste, and Abuse Awareness Program – **NEW**

Student Records Regulatory Updates

ISBE amended 23 Ill.Admin.Code Part 375, *Student Records*, in response to 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222. The rules no longer require that a student's score from the ISBE-provided SAT be entered on his/her transcript. Under the amendments, a student's academic transcript may only include scores received on college entrance examinations if: (1) allowed by district policy; and (2) a parent/guardian or student makes a written request to include such scores. Districts electing to allow this must notify students

PRESS Terminology

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

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

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

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

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

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

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

Exhibits labeled with an "E" only 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.

and parent(s)/guardian(s) of the process for including such scores on an academic transcript.

ISBE also amended Part 375 to add the Global Scholar Certification to academic transcripts (as applicable), remove class rank from academic transcripts, and remove gender from the list of items that a district may designate as directory information under 23 Ill.Admin.Code §375.80.

Continuous Review

In response to subscriber feedback, and in an effort to continuously improve the content of the **PRM**, the following **PRESS** materials are updated and/or created:

- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process – **NEW**
- 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools – **RENAMED**

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures.

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

- 2:105, Ethics and Gift Ban
- 2:170, Procurement of Architectural, Engineering, and Land Surveying Services
- 2:170-AP, Qualification Based Selection
- 4:20, Fund Balances
- 4:50-E, School District Payment Order
- 4:55-E, Cardholder's Statement Affirming Familiarity w/Requirements for Using District Credit and/or Procurement Cards
- 4:60-AP2, Third Party Non-Instructional Contracts
- 4:140, Waiver of Student Fees
- 5:20-AP, Sample Questions and Considerations for Conducting the Internal ~~Sexual~~ Harassment in the Workplace Investigation – **RENAMED**
- 6:10, Educational Philosophy and Objectives
- 6:30, Organization of Instruction
- 6:40-AP, Curriculum Development
- 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
- 6:120, Education of Children with Disabilities
- 6:190, Extracurricular and Co-Curricular Activities
- 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
- 6:220-E1, Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement

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

- 7:340, Student Records
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians of Their Rights Concerning a Student's School Records

7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools – **NEW**

The **PRESS** Editors would like to extend a special thanks to Sara Boucek, Associate Director/Legal Counsel, Illinois Association of School Administrators, for her collaboration on 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process.

- 6:220-E2, Bring Your Own Technology (BYOT) Program Student Guidelines
 - 6:230, Library Media Program
 - 6:240, Field Trips
 - 6:240-AP, Field Trip Guidelines
 - 6:250, Community Resource Persons and Volunteers
 - 7:15-E, Notification to Parents of Family Privacy Rights
 - 7:20-AP, Harassment of Students Prohibited
 - 7:165, School Uniforms
 - 7:180-AP1, Prevention, Identification, Investigation, & Response to Bullying ~~and School Violence~~ – **RENAMED**
 - 7:180-AP1, E1, Resource Guide for Bullying ~~and School Violence~~ Prevention – **RENAMED**
 - 7:180-AP1, E2, Be a Hero by Reporting Bullying ~~and School Violence~~ – **RENAMED**
 - 7:180-AP1, E3, Memo to Staff Regarding Bullying ~~and School Violence~~ – **RENAMED**
 - 7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying ~~and School Violence~~ – **RENAMED**
- continued next page**

PRESS Issue 98 Trivia

157 pages

230 footnotes

44,810 words

7:180-AP1, E5, Report Form for Bullying ~~and School Violence~~ – **RENAMED**
 7:180-AP1, E6, Interview Form for Bullying ~~and School Violence~~ Investigation – **RENAMED**
 7:180-AP1, E7, Response to Bullying ~~and School Violence~~ – **RENAMED**
 7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence
 7:190-AP1, Student Handbook – Hazing Prohibited
~~7:280-E1, Placement of Students with AIDS – DELETED~~
 7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases
 7:280-E3, Prevention of Staphylococcal Infections for Schools














7:300-E2, Certificate of Physical Fitness for Participation in Athletics
 7:330, Student Use of Buildings – Equal Access
 7:330-E, Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings
 8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

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.













Progress Report - The contents of this table frequently change.

| Topics | Our Response |
|---|--|
| <p>Federal Food Service Regulations</p> <p>Effective 7-1-18, the U. S. Dept. of Agriculture (USDA) adopted an interim final rule. 82 Fed. Reg. 56703. The rule continues to afford school districts flexibility in meeting federal standards for milk, whole grains, and sodium in school nutrition programs for the 2018-2019 school year.</p> <p>Additionally, on 3-6-18, the USDA published proposed rules designed to give smaller districts more flexibility in hiring standards for food service directors. 83 Fed. Reg. 9447. The comment period for those proposed rules ended on 5-7-18.</p> | <p>We will monitor the proposed regulations regarding food service directors and amend the footnotes in policy 5:100, Staff Development Program, in a future PRESS issue, if necessary.</p> |
| <p>Ill. Dept. of Public Health (IDPH) Birth Certificate Fee Waiver Form</p> <p>410 ILCS 535/25.3, added by P.A. 100-506, requires that IDPH waive birth certificate search fees for a homeless person whose homeless status is verified by an agency with knowledge of the individual's housing status, including a public school homeless liaison or school social worker. A homeless birth certificate request and verification form is now available on the Ill. State Board of Education's website at: www.isbe.net/Documents/Homeless_Birth_Certificate_Form.pdf.</p> | <p>No PRESS materials are affected.</p> |
| <p>IDPH Certificate of Child Health Examination Form</p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop rules as required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, to require that health examinations contain an age-appropriate developmental screening and age-appropriate social and emotional screening. The IDPH anticipates this process will take 12-18 months, and the law's requirements will not be implemented until at least the 2019-2020 school year.</p> | <p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established, in approximately 12-18 months.</p> |














Revisions to Policies, Administrative Procedures, and Exhibits

| Number and Title | Revision Descriptions |  |
|---|---|---|
| 2:105, Ethics and Gift Ban | The policy is unchanged. A footnote is updated in response to 30 ILCS 708/, the Grant Accountability Transparency Act (GATA) and federal procurement standards. Cross References to 2:100, Board Member Conflict of Interest, and 4:60, Purchases and Contracts, are added. |  |
| 2:170, Procurement of Architectural, Engineering, and Land Surveying Services | The policy is unchanged. Minor style updates are made to the footnotes. Minor style update(s) are made to the Legal References. |  |
| 2:170-AP, Qualification Based Selection | The procedure is updated in response to 50 ILCS 510/4, amended by P.A. 98-420. It allows a district to advertise on its website for proposed projects involving architectural, engineering, or land surveying services. Minor style update(s) are made to the Legal References. |  |
| 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process | NEW. The exhibit is intended to serve as a resource to educate and guide the board through the superintendent employment contract negotiation process, encouraging both the board and superintendent to hire their own attorneys. |  |
| 4:20, Fund Balances | The policy is unchanged. A footnote is updated to provide further information about possible tax objections based on excess accumulation of district funds. |  |
| 4:50-E, School District Payment Order | The exhibit is unchanged. |  |
| 4:55-E, Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards | The exhibit is unchanged. |  |
| 4:60-AP2, Third Party Non-Instructional Contracts | The procedure is updated with minor style and continuous improvement changes. It provides examples of third party non-instructional services. |  |
| 4:80, Accounting and Audits | The policy, footnotes, and Legal References are updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA. A continuous improvement update is also made to a footnote to explain the mechanics of revolving funds. |  |
| 4:80-AP1, Checklist for Internal Controls | RENUMBERED. The procedure is updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA. |  |
| 4:80-AP2, Fraud, Waste, and Abuse Awareness Program | NEW. The procedure is created in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA. |  |
| 4:140, Waiver of Student Fees | The policy is updated with minor style changes. Footnotes contain minor continuous improvement updates. |  |

Revisions to Policies, Administrative Procedures, and Exhibits – continued

| | | |
|---|---|---|
| 5:20-AP, Sample Questions and Considerations for Conducting the Internal Sexual Harassment in the Workplace Investigation | RENAMED. The procedure is updated to provide guidance and sample questions for any workplace harassment investigation, including, but not limited to, sexual harassment investigations. Other continuous improvement updates are made. |  |
| 6:10, Educational Philosophy and Objectives | The policy is unchanged. Footnotes contain a minor continuous improvement update. |  |
| 6:30, Organization of Instruction | The policy is unchanged. Footnotes contain a minor continuous improvement update. |  |
| 6:40-AP, Curriculum Development | The procedure is unchanged. |  |
| 6:60, Curriculum Content | <p>The policy, footnotes, and Legal References are updated in response to 105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18. New policy text provides a broad timeframe for when a unit of cursive writing will be offered to students by mirroring exactly what the Public Act states: “Before the completion of grade 5, students will be offered at least one unit of cursive instruction.”</p> <p>A new footnote is added with an option for boards that want to provide a more specific timeframe about when the district will offer its unit of cursive instruction to students. To align with the IASB Foundational Principles of Effective Governance, it encourages boards and superintendents to have a community engagement-related discussion about local community expectations specific to cursive writing instruction before memorializing specific timeframes in policy.</p> |  |
| 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes | The exhibit is updated with language to more accurately reflect statutory requirements of 105 ILCS 5/27-9.1(c)(1)-(1.5) and minor corrections for style. Footnotes are updated to clarify statutory requirements. |  |
| 6:120, Education of Children with Disabilities | The policy is updated with minor style changes. Minor continuous improvement updates are made to the footnotes. |  |
| 6:130, Program for the Gifted | The policy is unchanged. The footnotes and Cross References are updated in response to 105 ILCS 5/14A, amended by P.A. 100-421. |  |
| 6:135, Accelerated Placement Program | NEW. The policy is created in response to 105 ILCS 5/14A, amended by P.A. 100-421. |  |
| 6:135-AP, Accelerated Placement Program Procedures | NEW. The procedure is created in response to 105 ILCS 5/14A, amended by P.A. 100-421. |  |
| 6:190, Extracurricular and Co-Curricular Activities | The policy is unchanged. Minor continuous improvement updates are made to the footnotes. |  |
| 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct | The policy, footnotes, and Legal References are updated. A minor style update is made to the policy. Minor continuous improvement updates are made to the footnotes, and a correction is made to the Legal References. |  |







Revisions to Policies, Administrative Procedures, and Exhibits – continued

| | | |
|---|---|---|
| 6:220-E1, Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement | The exhibit is updated for continuous improvement. |  |
| 6:220-E2, Bring Your Own Technology (BYOT) Program Student Guidelines | The exhibit is updated for continuous improvement. Two substantive sentences regarding BYOT devices are deleted to align with sample policy 7:190, Student Behavior. |  |
| 6:230, Library Media Program | The policy is updated with a minor style change. |  |
| 6:240, Field Trips | The policy, footnotes, and Cross References are updated. A reference to 4:140, Waiver of Student Fees, is added to the policy text. 4:140, Waiver of Student Fees, and 7:10, Equal Educational Opportunities, are added to the Cross References. A footnote is updated for continuous improvement. |  |
| 6:240-AP, Field Trip Guidelines | The procedure and its footnote are updated with minor style updates. |  |
| 6:250, Community Resource Persons and Volunteers | The policy, footnotes, Legal References, and Cross References are updated. Changes to the text of the policy reflect a long-standing School Code provision that schools may use resources persons and volunteers for crisis intervention services. Statutes are added to the Legal References. 4:175, Convicted Child Sex Offender; Screening; Notifications, is added to the Cross References. |  |
| 7:15-E, Notification to Parents of Family Privacy Rights | The exhibit is unchanged. Minor style updates are made to the footnotes. |  |
| 7:20-AP, Harassment of Students Prohibited | The procedure and footnotes are updated. A reference to policy 7:20, Harassment of Students Prohibited, is added to the text of the procedure. The procedure and new footnotes are updated to reflect best practice. Other minor corrections for style are made. |  |
| 7:50, School Admissions and Student Transfers To and From Non-District Schools | The policy, footnotes, Legal References, and Cross References are updated in response to 105 ILCS 5/14A, amended by P.A. 100-421. ISBE special education rules are added to the Legal References. A Cross Reference to 6:135, Accelerated Placement Program, is added. |  |
| 7:165, School Uniforms | The policy is unchanged. The footnotes and Cross References are updated. Minor style updates are made to the footnotes. A Cross Reference to 4:140, Waiver of School Fees, is added. |  |
| 7:180-AP1, Prevention, Identification, Investigation, and Response to Bullying and School Violence | RENAMED. The procedure and footnotes are updated. “School Violence” is deleted from the title and text and all of its exhibits (see below). This more accurately reflects the materials’ focus on bullying and avoids confusion between violence-related bullying versus other types of school violence addressed in the PRM , e.g., gun violence. Footnotes are updated with minor corrections for continuous improvement. |  |
| 7:180-AP1, E1, Resource Guide for Bullying and School Violence Prevention | RENAMED. The exhibit’s web links are updated, and two new resources are added. |  |
| 7:180-AP1, E2, Be a Hero by Reporting Bullying and School Violence | RENAMED. The exhibit is updated with minor corrections for continuous improvement. |  |

Revisions to Policies, Administrative Procedures, and Exhibits – continued

| | | |
|---|--|---|
| 7:180-AP1, E3, Memo to Staff Regarding Bullying and School Violence | RENAMED. The exhibit is updated with minor corrections for continuous improvement. |  |
| 7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying and School Violence | RENAMED. The exhibit is updated with minor corrections for continuous improvement. |  |
| 7:180-AP1, E5, Report Form for Bullying and School Violence | RENAMED. The exhibit is updated with minor corrections for continuous improvement. |  |
| 7:180-AP1, E6, Interview Form for Bullying and School Violence Investigation | RENAMED. The exhibit is updated with minor corrections for continuous improvement. |  |
| 7:180-AP1, E7, Response to Bullying and School Violence | RENAMED. The exhibit is updated with minor corrections for continuous improvement. |  |
| 7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence | The exhibit is updated with minor style changes and to address the renaming of 7:180-AP1, E5, Report Form for Bullying. |  |
| 7:190-AP1, Student Handbook – Hazing Prohibited | The procedure is unchanged. Two footnotes are added to refer readers to 7:200, Suspension Procedures, and 7:210, Expulsion Procedures. Other footnotes are updated with minor style changes. |  |
| 7:280-E1, Placement of Students with AIDS | DELETED. |  |
| 7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases | The exhibit and footnotes are updated in response to recent amendments to Ill. Dept. of Public Health rules about the reporting of communicable diseases by schools. A direction is changed directing users to retain the footnotes. |  |
| 7:280-E3, Prevention of Staphylococcal Infections for Schools | The exhibit is updated in response to more recent guidance issued by the Ill. Dept. of Public Health concerning MRSA infections. |  |
| 7:300-E2, Certificate of Physical Fitness for Participation in Athletics | The exhibit is unchanged. A footnote contains a minor continuous improvement update. |  |
| 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; <u>Elementary Schools</u> | RENAMED. The procedure and footnotes are updated. The procedure is renamed <u>Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools</u> to reflect its intended use in elementary and unit districts only. Minor style updates are made. Footnotes are updated for continuous improvement. Minor style update(s) are made to the Legal References. |  |
| 7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools | NEW. The procedure is created for use in high school and unit districts. |  |

Revisions to Policies, Administrative Procedures, and Exhibits – continued

| | | |
|---|---|---|
| 7:330, Student Use of Buildings – Equal Access | The policy and footnotes are updated with minor corrections for style. Minor style update(s) are made to the Legal References. |  |
| 7:330-E, Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings | The exhibit is updated with minor style and continuous improvement changes. |  |
| 7:340, Student Records | The policy is unchanged. Footnotes are updated in response to a 23 Ill.Admin.Code Part 375, Student Records, amendment and contain minor style updates. |  |
| 7:340-AP1, School Student Records | <p>The procedure and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. An amendment to 23 Ill.Admin.Code Part 375, Student Records; 2. 750 ILCS 5/602.11, amended by P.A. 99-763; 3. More accurately reflect 105 ILCS 5/10-21.8; and 4. Match similar provisions in 7:340-AP1, E1, Notice to Parents/Guardians of Their Rights Concerning a Student’s School Records. |  |
| 7:340-AP1, E1, Notice to Parents/Guardians of Their Rights Concerning a Student’s School Records | <p>The exhibit and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 5. An amendment to 23 Ill.Admin.Code Part 375, Student Records; 6. More accurately reflect 105 ILCS 10/2(d) and 23 Ill.Admin.Code §375.10; and 7. Match similar provisions in 7:340-AP1, School Student Records. |  |
| 8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities | The policy is unchanged. Footnotes and Cross References are updated. A new footnote discusses the need to contact the board attorney when commercial advertising companies seek to purchase advertising space, as well as the Student Online Personal Protection Act, 105 ILCS 85/, added by P.A. 100-315. Minor style update(s) are made to the Legal References. |  |



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



Kimberly Small

PRESS Editor, IASB General Counsel
(ext. 1226), ksmall@iasb.com



Maryam Brotine

Assistant PRESS Editor,
Assistant General Counsel
(ext. 1219), mbrotine@iasb.com



Debra Jacobson

Assistant PRESS Editor,
Assistant General Counsel
(ext. 1211), djacobson@iasb.com

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.

— **Kimberly Small, Maryam Brotine, and Debra Jacobson**

Sara Boucek, Associate Director/Legal Counsel, Illinois Association of School Administrators

Heather K. Brickman, Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP

Marcy Dutton, General Counsel, Teachers' Retirement System

Dr. James Gay, Superintendent, Community High School District 230

Dr. Michael Kiser, Attorney, Law Office of Michael L. Kiser, Esq.

Larry D. Kuster, Attorney, Rammelkamp Bradney, Attorneys at Law

Fred Mundinger, Assistant Superintendent, DuPage County Regional Office of Education

Gregg Murphy, Assistant Regional Superintendent, Iroquois-Kankakee Regional Office of Education

David G. Penn, Attorney, Schmiedeskamp, Robertson, Neu & Mitchell, LLP

Merry Rhoades, Attorney, Tueth, Keeney, Cooper, Mohan & Jackstadt P.C.

M. Curt Richardson, Attorney, McLean County Unit District 5

Caroline Roselli, Attorney, Robbins Schwartz

Wayne Savageau, former IASB Policy Consultant and former Superintendent

Brian Schwartz, Deputy Director & General Counsel, Illinois Principals Association

Dr. Lisa L. Smith, Associate Superintendent for Educational Services, Community School District 308

IASB Staff Members, especially Policy Consultants and Field Services Directors

Special Acknowledgement to IASB Administrative Assistants

The following individuals provide us with excellent assistance between and during the drafting of each **PRESS** issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

Christine Crilly, Policy Services, preparation, formatting, quality assurance, editor

Bridget Trojan, Office of General Counsel, State and federal regulations monitor, editor