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ISSUE 75, February 2011

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's 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 L. Selbee, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1231, or Kimberly A. Small, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1226.



Identity Protection Policy

The Identity Protection Act requires each school board to adopt an identity-protection policy and provide training by June 1, 2011. 5 ILCS 179/, added by P.A. 96-874. Moreover, the policy must be implemented by that time. The Act defines *identity-protection policy* as "any policy created to protect **social security numbers** from unauthorized disclosure." (Emphasis added.) Thus, the policy will be sufficient if it focuses exclusively on protecting the privacy and confidentiality of social security numbers.

- ▶ **4:15, Identity Protection.** This **NEW** sample policy is in response to the Identity Protection Act, 5 ILCS 179/, added by P.A. 96-874. It contains goals for the district's collection, storage, use, and disclosure of social security numbers. It makes the superintendent responsible for compliance and lists the mandatory compliance measures from the Act.
- ▶ **4:15-AP, Administrative Procedure - Protecting the Privacy of Social Security Numbers.** This **NEW** procedure contains compliance action steps for each of the following personnel: superintendent and business manager, and their designees; records custodian and head of information technology; staff development head; personnel department head; freedom of information officer; and all employees.
- ▶ **4:15-E1, Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers.** The purpose of this **NEW** exhibit is to help staff members understand the protections and requirements of the Identity Protection Act, 5 ILCS 179/. It informs employees that anyone who substantially breaches the confidentiality of social security numbers may be subject to discipline up to and including dismissal. It also contains relevant sections from the Identity Protection Act that apply to all district employees.
- ▶ **4:15-E2, Exhibit - Statement of Purpose for Collecting Social Security Numbers.** This is a **NEW** exhibit. The Identity Protection Act requires school districts, when collecting a social security number or upon request by an

individual, to provide a statement of the purpose(s) for which the district is collecting and using the social security number. 5 ILCS 179/35(a)(5).

- ▶ **4:15-E3, Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers.** This **NEW** exhibit's purpose is to generally inform members of the public and employees that the district treats social security numbers confidentially, how social security numbers are used, and where to direct questions.

School Boards

- ▶ **2:20-E, Exhibit - Waiver and Modification Request Process.** The standard for a waiver of a School Code mandate is added, i.e., "For a waiver of mandates in the School Code, a District must demonstrate that the waiver is necessary to stimulate innovation or improve student performance."
- ▶ **2:140, Communications To and From the Board.** In response to feedback and to align with good governance principles, we added this optional sentence: "The School Board welcomes communications from the community." We also added an alternative in the footnotes for a board that wants its board president to accept questions or communications from the public. The change: "electronic ~~mail~~ communications" throughout the policy clarifies that the Open Meetings Act applies to many types of electronic communications between board members. We also added an optional definition for *electronic communications*.
- ▶ **2:150-AP, Administrative Procedure - Superintendent Committees.** Newly listed committees are: Food Allergy Management Committee, Pandemic Planning Team, and Targeted School Violence Prevention Team. We moved much of the footnote material into the procedure.
- ▶ **2:240-E1, Exhibit - PRESS Issue Updates.** This is rewritten to enhance clarity. The actor-action table is no longer in sequential order. Each actor's respective responsibilities are together in one row.
- ▶ **2:240-E2, Exhibit - Developing Local Policy.** This is rewritten to enhance clarity as discussed above in 2:240-E1, *Exhibit - PRESS Issue Updates*.
- ▶ **2:250, Access to District Public Records.** The policy is unchanged other than an addition is made to the Legal References. Two footnotes and the Legal References now include references to:
 1. 105 ILCS 5/24A-7.1, added by P.A. 96-861. It prohibits the disclosure of public school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws.

2. 820 ILCS 40/11, amended by P.A. 96-1483 (Personnel Record Review Act). It prohibits the disclosure of performance evaluations.

- ▶ **2:250-AP1, Administrative Procedure - Access to and Copying of District Public Records.** The procedure is updated to:
 1. Delete the out-of-date training requirements.
 2. Add a link to the Public Access Counselor's sample response forms, i.e.: foia.ilattorneygeneral.net/foia_formssampleletters.aspx.
 3. Describe the mandatory compliance measures under the Personnel Record Review Act and the School Code, including the requirement to deny requests for performance evaluations. 820 ILCS 40/11, amended by P.A. 96-1483.

General School Administration

- ▶ **3:50, Administrative Personnel Other Than the Superintendent.** The first sentence of this policy is updated in response to feedback as follows: "The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law ~~and regulations.~~" We updated the footnotes and Legal References in response to new State legislation and ISBE rule with:
 1. P.A. 96-861, the Performance Evaluation Reform Act of 2010. Its primary goal is to tie teacher and principal performance ratings to student growth.
 2. P.A. 96-56. It allows a chief school business official endorsement if the certificate holder has two years of university-approved practical experience (as an alternative to requiring two years of administrative experience in school business management).
 3. P.A. 96-1423. It provides clarification to P.A. 96-861.
 4. 23 Ill.Admin.Code §1.705. It contains administrative certificate requirements.
- ▶ **3:60, Administrative Responsibility of the Building Principal.** This is updated in response to feedback, new State legislation, and an ISBE rule by:
 1. Moving footnote #4's optional sentence into the policy in response to feedback from subscribers.
 2. Amending an optional provision containing the mandatory components of an evaluation plan. It now:
 - a. Includes P.A. 96-861, as described above in 3:50, *Administrative Personnel Other Than the Superintendent*; and
 - b. Requires that the evaluation occur by March 1, rather than ~~Feb. 1~~.

3. Adding 23 Ill.Admin.Code Part 35 to the Legal References and footnotes. These rules detail the requirements of the principal mentoring program.

Operational Services

- ▶ **4:110-AP2, Administrative Procedure - Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments.** This is updated only in the footnotes in response to the Dept. of Transportation's new rule 92 Ill.Admin.Code §1035.45 and feedback. The rule requires current or prospective employers to notify the Secretary of State if any of their bus drivers fail to perform the pre-trip and post-trip inspection process. We updated an optional provision in a footnote for school districts that do not own school buses as follows:

Every comment that a private company receives about a driver must be noted in writing along with the follow-up activity, and a copy sent or emailed to the Superintendent or designee. The Superintendent will communicate regularly with the school bus owner to ensure bus driving comments are accepted and investigated in accordance with State law.

The footnote suggests that, while not mandatory, districts should include the procedural expectations from the option in all contracts with private bus companies.

Personnel

- ▶ **5:50, Drug- and Alcohol-Free Workplace.** This is updated in the footnotes only with an alternative provision that permits the district to insert its local method of posting information (e.g., staff intranet, Internet, etc.).
- ▶ **5:150, Personnel Records.** The policy is updated in response to the recently amended Freedom of Information Act and the Personnel Record Review Act. A new footnote explains that unless a specific exemption is available, personnel file information is available to anyone making a FOIA request, 5 ILCS 140/. Specific exemptions protect:
 1. *Private information* meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person."
 2. *Personal information* "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7(b) and (c).

The new footnote also explains that the Personnel Record Review Act prohibits the disclosure of a performance evaluation under FOIA (820 ILCS 40/11, amended by P.A. 96-1483). For more information about requirements in the Personnel Record Review Act, see the update description for 2:250-AP1, *Administrative Procedure - Access to and Copying of District Public Records*.

- ▶ **5:150-AP, Administrative Procedure - Personnel Records.** The section, **Requests by Third Parties**, is rewritten to comply with the recently amended Freedom of Information Act and the Personnel Record Review Act. For a discussion of these legislative changes, see 5:150, *Personnel Records*, above. The footnote discussion of E-Verify is deleted and web-links to relevant agency material are added.
- ▶ **5:200, Professional Personnel - Terms and Conditions of Employment and Dismissal.** The policy is updated to enhance clarity and better align with good governance principles. No changes are made to the policy's meaning, goals, or directives. Minor changes are made in response to new State and federal legislation.
 1. 29 U.S.C. §207(r) addresses breastfeeding mothers and required this change: "The District accommodates employees who are nursing mothers according to provisions in ~~the Nursing Mothers in the Workplace Act~~ State and federal law."
 2. P.A.s 96-861 and 96-1423 are discussed above in 3:50, *Administrative Personnel Other Than the Superintendent*. They required this change: "The District's teacher evaluation system will be ~~conducted under the plan filed with the Illinois~~ developed pursuant to State Board of Education law."
 3. A footnote describes the required (a) administrative compensation report (105 ILCS 5/10-20.50, amended by P.A.s 96-434 and P.A. 96-1000), and (b) salary information report for certificated employees (105 ILCS 5/10-20.47, amended by P.A.s 96-266 and 96-1000).
- ▶ **5:300, Schedules and Employment Year.** A sentence is amended to recognize that federal law now grants rights to nursing mothers, i.e., "The District accommodates employees who are nursing mothers according to State and federal law." Titles are added to several laws listed in the Legal References. The footnotes are updated.

Instruction

- ▶ **6:150, Home and Hospital Instruction.** This is updated in response to 105 ILCS 5/14-13.01(a), amended by P.A. 96-257 and 23 Ill.Admin.Code §226.300(g). New text reflects P.A 96-257's requirements that (1) all students must provide a written statement from a physician, and (2) the district follows ISBE's rule 23 Ill.Admin.Code

§226.300(g), which governs the required qualifications of home and hospital instructors.

- ▶ **6:160, English Language Learners.** This is updated to clarify the following sentence:

The Superintendent or designee shall develop and maintain a program for English Language Learners that will comply with State law regarding the Transitional Bilingual Educational Program ~~and (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.~~

We updated a footnote in response to ISBE rule 23 Ill.Admin.Code §228.10.

- ▶ **6:185, Remote Educational Program.** This is updated only in the footnotes and Legal References in response to 23 Ill.Admin.Code §226.360. This new rule requires districts offering remote educational programs to ensure that participating students with IEPs receive all programming and related services required in their IEPs.

Students

- ▶ **7:270-AP, Administrative Procedure - Dispensing Medication.** This is updated in response to 105 ILCS 5/22-30, amended by P.A. 96-1460. It addresses self administration of asthma inhalers and epinephrine auto-injectors. The amended text throughout reflects this Act.

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.

- ▶ **2:240-E3, Exhibit - Policy Manual Updates.** It is unchanged.
- ▶ **5:40, Communicable and Chronic Infectious Disease.** This is updated in the footnotes in response to the Americans With Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325, and Legal References.
- ▶ **5:40-AP, Administrative Procedure - Communicable and Chronic Infectious Disease.** This is updated in the footnotes as discussed above in 5:40, *Communicable and Chronic Infectious Disease*, and to reflect the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- ▶ **5:100-AP, Administrative Procedure - Staff Develop-**

ment Program. This is updated only in the Legal References.

- ▶ **5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.** A reference to a specific law is replaced thus: "This program shall comply with the requirements of ~~the Code of Federal Regulations, Title 49 §382 et seq.~~ State and federal law." A footnote now contains a citation to a document titled *What Employers Need to Know About DOT Drug and Alcohol Testing*, available at: www.dot.gov/ost/dapc/documents/EmployerGuidelinesOctober012010.pdf.
- ▶ **6:100, Using Animals in the Educational Program.** This policy is nonsubstantively updated. Cross references to administrative procedures concerning service animals are added.
- ▶ **6:100-AP, Administrative Procedure - Dissection of Animals.** This procedure is nonsubstantively updated to add clarity.
- ▶ **6:100-E, Exhibit - Guidelines and Application for Using Animals in School Facilities.** It is nonsubstantively updated to add clarity.
- ▶ **6:190, Extracurricular and Co-Curricular Activities.** The factors on which the superintendent evaluates an extracurricular or co-curricular activity are edited to delete "~~Student body desires,~~" and add "Requests from students."
- ▶ **6:190-AP, Administrative Procedure - Academic Eligibility for Participation in Extracurricular Activities.** This is renamed for clarity and nonsubstantively updated.
- ▶ **6:250, Community Resource Persons and Volunteers.** This is nonsubstantively updated only in the footnotes to add the Violent Offenders Against Youth Database website location.
- ▶ **6:250-AP, Administrative Procedure - Securing and Screening Resource Persons and Volunteers.** It now includes the Violent Offenders Against Youth Database website location.
- ▶ **6:250-E, Exhibit - Resource Person and Volunteer Information Form and Waiver of Liability.** This is renamed to match its policy and administrative procedure and otherwise nonsubstantively updated.
- ▶ **6:255, Assemblies and Ceremonies.** The footnotes now reference the case Workman v. Greenwood Cmty. Sch. Corp., 2010 WL 1780043 (S.D.Ind., 2010). It follows the well established precedent that prayer at school functions is unconstitutional when the district retains control of the content or sanctions the selection process for the prayer.

- ▶ **7:60-AP1, Administrative Procedure - Challenging a Student's Residence Status.** This is nonsubstantively updated.
- ▶ **7:190-AP4, Administrative Procedure - Use of Isolated Time Out and Physical Restraint.** This is nonsubstantively updated to enhance clarity. We also added a footnote reference to a U.S. Dept. of Education document titled, *Summary of Seclusion and Restraint Statutes, Regulation, Policies and Guidance, by State and Territory: Information as Reported to the Regional Comprehensive Centers and Gathered from Other Sources.*
- ▶ **7:260, Exemption From Physical Activity.** Two nonsubstantive edits are made. The Legal References now include the Medical Practice Act, 225 ILCS 60/.
- ▶ **7:280, Communicable and Chronic Infectious Disease.** This is updated only in the footnotes and Legal References with 23 Ill.Admin.Code §226.300(g), which governs the required qualifications of home and hospital instructors.

- ▶ **8:10, Connection with the Community.** It is unchanged.
- ▶ **8:90, Parent Organizations and Booster Clubs.** It is unchanged.
- ▶ **8:95, Parental Involvement.** It is nonsubstantively edited. The directive to the superintendent to "~~develop administrative procedures~~" is deleted.
- ▶ **8:95-E1, Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights.** It is unchanged.
- ▶ **8:95-E2, Exhibit - Verification of School Visitation.** It is nonsubstantively updated.
- ▶ **8:110, Public Suggestions and ~~Complaints~~ Concerns.** The policy is renamed to present a more positive image. The term ~~complaint~~ is replaced with concern throughout the policy. An edit clarifies that neither this policy nor the *Uniform Grievance Procedure* creates an independent right to a hearing.

Progress Report:

Topics	Our Response
The Diabetes Care Act, P.A. 96-1485, contains many requirements for districts. It does not, however, require a policy.	The Ill. Council of School Attorneys, special education committee, is drafting compliance guidelines. These will be published on the IASB website, in the School Law section. We will also post two sample section 504 procedures.
SB 2843 has been sent to Gov. Quinn. It allows school boards to adopt policies addressing sexual abuse of children.	If the bill becomes law, a Task Force on the Prevention of Sexual Abuse of Children must meet and fulfill several statutory obligations before we can determine which sample policies require amendments. Many sample PRESS policies already address the issues presented in this bill.
An archaic law, 105 ILCS 5/10-21.6, requires boards to establish a list of individuals who have requested to be mailed meeting agendas, budgets, audits, and minutes. It is implemented by policy 2:190, <i>Mailing Lists for Receiving Board Material</i> . If a request is made under this policy or statute, districts may consider asking whether the individual will consent to receive the material by email. Otherwise, districts should treat requests for records according to the Freedom of Information Act as implemented by policy 2:250, <i>Access to District Public Records</i> .	Rather than updating policy 2:190, <i>Mailing Lists for Receiving Board Material</i> , we are seeking to repeal this law.
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/matematics . Both replace State goals and standards for English and math in Appendix D to Part 1.	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.

Topics	Our Response
<p>Several developments have occurred concerning student records. Specifically:</p> <ol style="list-style-type: none"> 1. The U.S. Dept. of Education updated its rules implementing the Family Educational Rights and Privacy Act, found at: www.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf. 2. 105 ILCS 10/5, amended by P.A. 96-628, shields from disclosure confidential communications to a school social worker, counselor, psychologist, or an intern being supervised by one of the aforementioned. 3. ISBE is reviewing its rules on student records, 23 Ill.Admin.Code Part 375. 	<p>We will update all material on student records after conferring with ISBE.</p>
<p>Section 565 of the National Defense Authorization Act for 2010 (P.L. 111-84) amended the Family and Medical Leave Act (FMLA), 29 U.S.C. §2612. The amendments expanded the military family leave provisions that were added in 2008 to provide qualifying exigency and military caregiver leave for employees with family members who are covered military members. The U.S. Dept. of Labor (DOL) must promulgate new rules implementing the legislation. It published a Notice of Proposed Rulemaking listing amendments to its FMLA rules with a November 2010 target date.</p>	<p>We will update 5:185, <i>Family and Medical Leave</i>, and 5:185-AP, <i>Resource Guide for Family and Medical Leave</i>, after DOL adopts its amended FMLA rules.</p>
<p>The U.S. Dept. of Education issued a document providing guidance under the Family Educational Rights and Privacy Act. It answers questions concerning the disclosure of personally identifiable information from students' education records to outside entities when addressing an H1N1 flu outbreak. The guidance is available at: www.ed.gov/policy/gen/guid/fpco/pdf/ferpa-h1n1.pdf.</p>	<p>PRESS 4:180-AP, <i>Administrative Procedure - School Action Steps for Pandemic Influenza</i>, creates a Pandemic Planning Team. Consider convening a meeting of this team to discuss the information presented by the U.S. Dept. of Education and the Family Policy Compliance Office.</p>
<p>On July 2, 2008 the final guidelines to implement 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 were finalized 1-11-2011.</p> <p>The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART Office) reports that Illinois has requested another one-year extension to 7-27-2011. States, that fail to substantially implement SORNA by 7-27-2011, (and have not been granted a time extension) are subject to 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 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.
2:20-E, Exhibit - Waiver and Modification Request Process	Updated to add provision from State law.
2:140, Communications To and From the Board	Updated in response to feedback and to enhance clarity. An alternative is added to the footnotes.
2:150-AP, Administrative Procedure - Superintendent Committees	Updated to add committees that are referenced in other material.
2:240-E1, Exhibit - PRESS Issue Updates	Rewritten to update and enhance clarity.
2:240-E2, Exhibit - Developing Local Policy	Rewritten to update and enhance clarity.
2:240-E3, Exhibit - Policy Manual Updates	Unchanged.
2:250, Access to District Public Records	Policy text is unchanged. Footnotes and Legal References are updated in response to new State legislation.
2:250-AP1, Administrative Procedure - Access to and Copying of District Public Records	Updated in response to new State legislation.
3:50, Administrative Personnel Other Than the Superintendent	Updated in response to feedback. Footnotes and Legal References are updated in response to new State legislation.
3:60, Administrative Responsibility of the Building Principal	Updated in response to feedback. Footnotes and Legal References are updated in response to new State legislation.
4:15, Identity Protection	NEW - added in response to State legislation.
4:15-AP, Administrative Procedure - Protecting the Privacy of Social Security Numbers	NEW - added in response to State legislation.
4:15-E1, Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers	NEW - added in response to State legislation.
4:15-E2, Exhibit - Statement of Purpose for Collecting Social Security Numbers	NEW - added in response to State legislation.
4:15-E3, Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers	NEW - added in response to State legislation.
4:110-AP2, Administrative Procedure - Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments	Procedure text is unchanged. Footnotes updated in response to new agency rule.

Number and Title	Reason The memo more completely describes the actions taken.
5:40, Communicable and Chronic Infectious Disease	Policy text is unchanged. Footnotes and Legal References are updated in response to new State legislation.
5:40-AP, Administrative Procedure - Communicable and Chronic Infectious Disease	Procedure text is unchanged. Footnotes and Legal References are updated.
5:50, Drug- and Alcohol-Free Workplace	Policy text is unchanged. An alternative is added to the footnotes.
5:100-AP, Administrative Procedure - Staff Development Program	Procedure text is unchanged. Legal References are updated.
5:150, Personnel Records	Updated in response to State legislation.
5:150-AP, Administrative Procedure - Personnel Records	Updated in response to State legislation.
5:200, Professional Personnel - Terms and Conditions of Employment and Dismissal	Updated in response to State legislation; other nonsubstantive changes made to enhance clarity. Footnotes are updated.
5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	Nonsubstantively updated. Footnotes are updated.
5:300, Schedules and Employment Year	Nonsubstantively updated. The footnotes and Legal References are updated.
6:100, Using Animals in the Educational Program	Nonsubstantively updated. Cross references are added.
6:100-AP, Administrative Procedure - Dissection of Animals	Nonsubstantively updated.
6:100-E, Exhibit - Guidelines and Application for Using Animals in School Facilities	Nonsubstantively updated.
6:150, Home and Hospital Instruction	Updated in response to State legislation and new agency rule.
6:160, English Language Learners	Nonsubstantively updated.
6:185, Remote Educational Program	Policy text is unchanged. The footnotes and Legal References are updated in response to a new agency rule.
6:190, Extracurricular and Co-Curricular Activities	Nonsubstantively updated.
6:190-AP, Administrative Procedure - <u>Academic</u> Eligibility for Participation in Extracurricular Activities	Renamed and nonsubstantively updated.
6:250, Community Resource Persons and Volunteers	Policy text is unchanged. Footnotes are updated.
6:250-AP, Administrative Procedure - Securing and Screening Resource Persons and Volunteers	Nonsubstantively updated.

Number and Title	Reason The memo more completely describes the actions taken.
6:250-E, Exhibit - <u>Resource Person and Volunteer Information Form and Waiver of Liability</u>	Renamed and nonsubstantively updated.
6:255, Assemblies and Ceremonies	Policy text is unchanged. Footnotes are updated.
7:60-AP1, Administrative Procedure - Challenging a Student's Residence Status	Nonsubstantively updated.
7:190-AP4, Administrative Procedure - Use of Isolated Time Out and Physical Restraint	Nonsubstantively updated. Legal References are updated.
7:260, Exemption From Physical Activity	Nonsubstantively updated. Legal References are updated.
7:270-AP, Administrative Procedure - Dispensing Medication	Updated in response to State legislation.
7:280, Communicable and Chronic Infectious Disease	Policy text is unchanged. Footnotes and Legal References are updated.
8:10, Connection with the Community	Unchanged after 5-year review.
8:90, Parent Organizations and Booster Clubs	Unchanged after its 5-year review.
8:95, Parental Involvement	Nonsubstantively updated.
8:95-E1, Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights	Unchanged after its 5-year review.
8:95-E2, Exhibit - Verification of School Visitation	Nonsubstantively updated.
8:110, Public Suggestions and Complaints <u>Concerns</u>	Renamed and nonsubstantively updated.

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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