



**LEMONT TOWNSHIP HIGH SCHOOL DISTRICT 210  
BOARD OF EDUCATION**



**Policy Committee Meeting  
February 4, 2019  
6:00 PM  
Lemont High School Board Room  
800 Porter Street  
Lemont, IL 60439**

*Exemplary High Performing School • 2017 National Blue Ribbon Schools Program*

**AGENDA**

- 1. Review Policy Updates as recommended by PRESS
- A. October/November 2018 PRESS Memo 2
- B. Policy Review Memo 18
- C. Policies Up for Five-Year Review
- D. Changes to Existing Policies
- E. Changes to Existing Policies from PRESS

**Be informed that Lemont High School District 210 Board Meetings may be audio or video taped.**

## Update Memo

Please distribute to board members and appropriate staff.

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### Online Instructions

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

1. Go to [www.iasb.com](http://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 Ken Carter at [kcarter@iasb.com](mailto:kcarter@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](http://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; Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211; or Brian Zumpf, Director, Policy Services, 630/629-3776, ext. 1214.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words.

Updated PRM pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download PRM pages and use them to update your policy manual, please go to [www.iasb.com/policy/](http://www.iasb.com/policy/) to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

### PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 8.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

### Governance

The school board governance-related laws passed during the 100th General Assembly's session included:

1. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19. It changes the school board member oath of office to add six additional board member responsibilities, including, but not limited to a board member's "role in the equitable and quality education of every student in the school district" and

that board members “shall strive to work together with the district superintendent to lead the school district toward fulfilling the vision the board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.”

2. 105 ILCS 5/24-12 and 105 ILCS 5/24A-4, amended by P.A. 100-768. An Alliance initiative, this law answers the Open Meetings Act (OMA) questions that arose when *Education Reform* (Senate Bill 7) laws passed years ago by specifically exempting the Reduction in Force (RIF) and Performance Educational Reform Act (PERA) Joint Committees from the OMA.
3. 105 ILCS 5/10-10.5, amended by P.A. 100-800, eff. 1-1-19. It requires a board to submit a proposition to its voters when it fails to fill a vacancy created with an area of residence qualification.

The following **PRESS** materials are updated:

- 2:70, Vacancies on the School Board – Filling Vacancies
- 2:80, Board Member Oath and Conduct
- 2:80-E, Board Member Code of Conduct
- 2:150, Committees
- 2:150-AP, Superintendent Committees

## Employee Benefits

The General Assembly addressed several employee benefit laws. Those laws included:

1. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, provides that a school district that enters into a contract or employment agreement that contains a provision for severance pay with an employee must include specified provisions in the contract. It also limits severances that exceed an amount greater than 20 weeks of compensation and prohibits severance if an employee is fired for *misconduct* (including sexual harassment or sexual discrimination).
2. The Local Records Act, 50 ILCS 205/, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements it enters into because an employee or contractor was *found* to have engaged in sexual harassment or sexual discrimination. Certain restrictions apply.
3. For school years beginning on or after July 1, 2018, the Ill. Pension Code, 40 ILCS 5/, amended by P.A. 100-587, caps end-of-career salary increases for Ill. Teachers Retirement System (TRS) members at three percent (formerly six percent).
4. The Nursing Mothers in the Workplace Act, 820 ILCS 260/, amended by P.A. 100-1003, requires employers to provide employees reasonable paid break time for nursing mothers to express milk.

## 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 – 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” may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**

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

5. The Ill. Wage Payment and Collection Act, 820 ILCS 115/, amended by P.A. 100-1094, requires employers to reimburse employees for all *necessary expenditures* or losses incurred by the employee that are within the scope of employment and directly related to services performed for the employer.

The following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:10-AP, Workplace Accommodations for Nursing Mothers
- 5:20, Workplace Harassment Prohibited
- 5:60, Expenses
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:300, Schedules and Employment Year

## Safety

The following laws addressing safety issues impacted several sample materials in the IASB **PRESS PRM**:

1. 775 ILCS 50/5(e), amended by P.A. 100-671, eff. 1-1-19, requires school administrators to post the Ill. Dept. of Human Service's model human trafficking notice in the administrative office or another location in view of school employees.
2. 20 ILCS 2630/3.3, amended by P.A. 100-718, establishes authority for the Ill. Dept. of State Police to collect fees from districts wishing to participate in the Federal Rap Back Service.
3. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19, establishes a definition of *school resource officer* and incorporates certification requirements for school resource officers contained in the new 50 ILCS 705/10.22.
4. 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19, requires that schools conduct active shooter drills

no later than 90 days after the first day of school each year, that the drill be conducted when students are normally present, and that all personnel and students present participate unless exempted by administrators or school support personnel.

The following **PRESS** materials are updated:

- 3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security – **RENAMED & REWRITTEN**
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:170-AP2, Routine Communications Concerning Safety and Security
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 7:150-AP, Agency and Police Interviews – **REWRITTEN**
- 7:190-AP7, Student Discipline Guidelines
- 7:190-E3, Memorandum of Understanding

## Teacher Licensure & Recruitment

Laws impacting licensure qualifications and teacher recruitment include:

1. 40 ILCS 5/16-118 and 105 ILCS 5/21B-20, amended by P.A. 100-596, permit until 6-30-20, substitute teachers who are TRS annuitants to teach up to 120 paid days or 600 paid hours in each school year (increased from 100 paid days or 500 paid hours). The amendments to 105 ILCS 5/21B-20, amended by P.A. 100-596, also established a Short-Term Substitute Teaching License (eff. 7-1-18 through 6-30-23) and require boards to develop, in collaboration with teachers or their exclusive bargaining representatives, a short-term substitute teacher training program.

2. 40 ILCS 5/16-150.1, amended by P.A. 100-743, allows TRS annuitants to return to teaching in a subject shortage area until 6-30-19 (previously 6-30-13).
3. 105 ILCS 5/24-5(b-5), added by P.A. 100-855, allows schools to require new substitute teachers to provide evidence of physical fitness to perform duties, and requires new substitute teachers to provide evidence of freedom of communicable diseases.

The following **PRESS** materials are updated:

- 5:190, Teacher Qualifications
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

## Instruction & Curriculum | School Calendar & Day

Many School Code provisions were amended to clarify existing instruction and curriculum requirements. Other changes adding new requirements also occurred. These included:

1. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582, formerly allowed flexible scheduling options for parent-teacher conferences yet ISBE rules implementing it are still in effect at 23 Ill.Admin.Code §1.420(f).
2. 105 ILCS 5/27-20.4, amended by P.A. 100-634, eff. 1-1-19, permits schools to meet Black history study requirements through an online program or course.
3. 105 ILCS 5/27-9.1, amended by P.A. 100-684, requires all grade 6-12 sex education courses to include material and instruction on what constitutes sexual consent and what may be considered sexual harassment or sexual assault.
4. Two Public Acts addressed dual credit opportunities:
  - a. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandates that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses if the courses are taught by an Illinois Instructor.
  - b. The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requires community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdictions that request one. It also created new provisions governing out-of-state dual credit contracts, recognition of dual credit coursework completion, and the development of a Model Partnership Agreement through a Dual Credit Committee involving collaboration between ISBE and the Ill. Community College Bd.
5. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel. It also permits districts to employ a school social worker or licensed mental health professional to oversee an in-school suspension program.
6. 105 ILCS 5/27-23.1, amended by P.A. 100-1043, requires ISBE to assist school districts that offer an evidence-based parenting educational model. It also requires ISBE to implement a 3-year pilot program for parenting education beginning with the 2019-2020 school year.
7. 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires all boards serving K-8 students to adopt a policy on educating students on the effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

The following **PRESS** materials are updated:

- 2:20-E, Waiver and Modification Request Resource Guide
- 5:230, Maintaining Student Discipline
- 6:20, School Year Calendar and Day
- 6:60, Curriculum Content
- 6:60-AP, Comprehensive Health Education Program
- 6:60-~~AP~~, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes – **RENUMBERED**
- 6:60-AP, E2, Resources for Biking and Walking Safety Education – **NEW**
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students
- 7:190, Student Behavior
- 7:190-E2, Student Handbook Checklist
- 7:200, Suspension Procedures

## Student Health

Laws addressing student health issues impacted the most sample materials in the IASB **PRESS PRM**. These laws included:

1. 105 ILCS 5/22-33 (*Ashley's Law*), added by P.A. 100-660, requires school districts to authorize a parent, guardian or designated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent, guardian or designated caregiver have been issued registry identification cards. Certain restrictions apply.
2. 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19, changes the definition of asthma medication to mean quick-relief asthma medication approved by the U.S. Food and Drug Administration for the treatment of respiratory distress. It also allows school districts to maintain a supply of undesignated asthma medication.
3. 105 ILCS 5/22-30, amended by P.A. 100-759, eff. 1-1-19 addressed a district supply of undesignated opioid antagonists.
4. 105 ILCS 5/22-30, amended by P.A. 100-799, eff. 1-1-19, amends the definition of epinephrine injector to include pre-filled syringes approved by the U.S. Food and Drug Administration and deleted *auto-* from *auto-*injector.

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5. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741, requires the Ill. Dept. of Public Health (IDPH) to provide all students entering sixth grade and their parent(s)/guardian(s) with written information about the link between human papillomavirus (HPV) and certain cancers, as well as the availability of an HPV vaccine.
6. The Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/, amended by P.A.s 100-977 and 100-747, eff. 1-1-19, requires the IDPH to:
  - a. Develop, provide, or approve and publish informational materials for school districts regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations (P.A. 100-977). Also 105 ILCS 5/27-8.1, amended by P.A. 100-977, requires school districts to include such materials when they provide information on school health issues to students' parent(s)/guardian(s).
  - b. Develop, publish, and disseminate a brochure regarding the effects of concussions in children, and requires schools to distribute this brochure to any child (or the child's parent/guardian) who may have sustained a concussion (P.A. 100-747, eff. 1-1-19).
7. A big change for high school and unit school districts, 105 ILCS 5/27-8.1, amended by P.A. 100-829, requires all children entering kindergarten, second, sixth, and ninth grades to have a dental examination.
8. 105 ILCS 5/10-22.39, amended by P.A. 100-903, requires in-service training to identify the warning signs of mental illness and suicidal behavior in youth at least once every two years for all licensed school personnel and administrators who work with K-12 students.
9. The Hunger-Free Students' Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092, allows students, regardless of ability to pay, to accumulate a minimum school lunch debt of \$500 dollars. Once the \$500 threshold has been passed, the law allows schools to go through the Office of the Illinois Comptroller's offset system to attempt to recoup the money owed.
10. 105 ILCS 5/14-6.01, amended by P.A. 100-1112, requires schools boards to provide notice that students found ineligible for special education services under the Individuals with Disabilities Education Act may be eligible for services under Section 504 of the Rehabilitation Act of 1973.

The following **PRESS** materials are updated:

- 4:45, Insufficient Fund Checks and Debt Recovery
- 4:130, Free and Reduced-Price Food Services
- 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications
- 5:100, Staff Development Program
- 6:120-API, EI, Notice to Parents/Guardians Regarding Section 504 Rights
- 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:190, Student Behavior
- 7:260, Exemption from Physical Education
- 7:270, Administering Medicines to Students
- 7:270-API, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine ~~Auto~~-Injectors, and/or Opioid Antagonists – **RENAMED**
- 7:270-E1, School Medication Authorization Form – **RE-NUMBERED**
- 7:270-E2, School Medication Authorization Form – Medical Cannabis – **NEW**
- 7:285-AP, Implementing a Food Allergy Management Program
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness Prevention Program
- 7:305, Student Athlete Concussions and Head Injuries
- 7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries

## Student Attendance & Truancy

Several School Code provisions were amended regarding how schools must address student attendance and truancy issues. Those legislative amendments included:

1. 105 ILCS 5/10-22.6, amended by P.A. 100-810, requires school districts to make reasonable efforts to provide ongoing professional development on the appropriate and available supportive services for the promotion of student attendance and engagement.
2. 105 ILCS 5/26-2, amended by P.A. 100-825, removes the ability of a school district to deny reenrollment for 17 year old students who fail to meet minimum academic standards
3. 105 ILCS 5/26-12, amended by P.A. 100-825, prohibits a truant minor from being expelled for nonattendance unless: he/she has accrued 15 consecutive days of absences without valid cause; and the student cannot be located or the student has been located but the school district cannot, after exhausting all available support services, compel the student to return to school.
4. 105 ILCS 5/26-2a, amended by P.A. 100-918, defines a truant as a child who is absent without valid cause for more than 1% but less than 5% of the past 180 school days.

The following **PRESS** materials are updated:

- 2:120, Board Member Development
- 5:100, Staff Development Program
- 7:70, Attendance and Truancy
- 6 7:190, Student Behavior

## Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 8.

Please also spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

The following **PRESS** materials are included in this catch-all bundle:

- 3:40, Superintendent
- 4:15, Identity Protection
- 6:50, Wellness
- 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
- 7:250, Student Support Services
- 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs Problems

## Progress Report - The contents of this table frequently change.

Topics	Our Response
<p><b>IEP – Assistive Technology</b></p> <p>105 ILCS 4/14-8.02(b), amended by P.A. 100-993, provides that if a child’s individualized education program (IEP) team determines that the child does not require assistive technology services or devices, the team shall include a statement in the child’s IEP that informs the child’s parent/guardian of the decision and the basis for it.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Youth With Disabilities</b></p> <p>The Interagency Coordinating Council Act, 20 ILCS 3970/, repealed by P.A. 100-866, added responsibilities in 20 ILCS 4095/15 to the work of the Employment and Economic Opportunity for Persons with Disabilities Task Force that concern the post-secondary transition of youth with disabilities.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Due Process Hearing Written Decision Timeline</b></p> <p>105 ILCS 5/14-8.02a(g-55), amended by P.A. 100-849, clarifies that written due process hearing decisions must be issued within 10 calendar days, excluding Saturday, Sunday, and any State holiday, after the conclusion of the due process hearing.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>ESEA Section 8546 Policy Requirement</b></p> <p>On 6-27-18, the U.S. Dept. of Education’s Office of Elementary and Secondary Education issued a <i>Dear Colleague Letter</i> to all Chief State School Officers reminding them of their obligation under Section 8546 of the Elementary and Secondary Education Act (ESEA) that “every State, SEA, or LEA that receives ESEA funds must have in place laws, regulations, or policies that prohibit the SEA, an LEA, or school, as well as any school employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the SEA, LEA, or school, or the individual acting on behalf of the SEA, LEA, or school, knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.”</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation, collaborate with ISBE, and update if necessary.</p>

**Progress Report** *continued* - The contents of this table frequently change.

Topics	Our Response
<p><b>Substitute Teacher Recruitment</b></p> <p>105 ILCS 5/2-3.173, added by P.A. 100-813, requires ISBE to implement a program and adopt rules to allow school districts to supplement their substitute teacher recruitment with the use of recruiting firms by 1-1-19.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Ill. Human Rights Act Complaint Timeline</b></p> <p>775 ILCS 5/7A-102, amended by P.A. 100-1066; 23 Ill.Admin.Code Part 2520, amended at 42 Ill.Reg. 17235, extends the timeline for filing a complaint under the Ill. Human Rights Act from 180 days to 300 days.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>IDPH Certificate of Child Health Examination Form</b></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 the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations to contain age-appropriate developmental and age-appropriate social and emotional screenings. 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>
<p><b>School Bus Identification</b></p> <p>625 ILCS 5/12-806, amended by P.A. 100-791, specifies that its restrictions on the use of a school bus's signs, stop signal arm, and flashing signal system apply when a school bus is transporting passengers over 18 years old not in connection with an activity of the district.</p>	<p>No <b>PRESS</b> materials are affected.</p>

## Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/2-3.25g, amended by P.A. 100-465, governing waivers of mandates in the School Code.</li> <li>2. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582. This allowed flexible scheduling options for parent-teacher conferences, and ISBE rules implementing it are still in effect at 23 Ill.Admin.Code §1.420(f).</li> </ol>	<input type="checkbox"/>
2:70, Vacancies on the School Board – Filling Vacancies	<p>The policy is unchanged. The footnotes are updated to:</p> <ol style="list-style-type: none"> <li>1. Clarify the meanings of infamous crime and official misconduct.</li> <li>2. Incorporate 105 ILCS 5/10-10.5, amended by P.A. 100-800, eff. 1-1-19, which requires a board proposition to be submitted to voters if a board failed to fill a vacancy due to area of residence requirements.</li> </ol>	<input type="checkbox"/>
2:80, Board Member Oath and Conduct	The policy and footnotes are updated. The oath reflects 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19.	<input type="checkbox"/>
2:80-E, Board Member Code of Conduct	The exhibit is unchanged.	<input type="checkbox"/>
2:120, Board Member Development	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-810. It requires school districts to make reasonable efforts to provide ongoing professional development about appropriate and available supportive services for the promotion of student attendance and engagement.	<input type="checkbox"/>
2:150, Committees	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/24-12 and 105 ILCS 5/24A-4, amended by P.A. 100-768, exempting the Reduction in Force (RIF) and Performance Educational Reform Act (PERA) Joint Committees from the Open Meetings Act.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure is updated to align with the same law discussed in 2:150, Committees, above. The <b>Title I Parent Advisory Committee</b> subhead is updated as underscored for continuous improvement and to reflect changes in federal law.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	<p>The exhibit is updated in response to a new transparency law 50 ILCS 205/3c, amended by P.A. 100-1040. It requires school districts to post certain information within 72 hours about severance agreements when an employee or contractor is found to have engaged in sexual harassment or sexual discrimination.</p> <p>A note is also added to discuss the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19. It prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination.</p>	<input type="checkbox"/>
2:260, Uniform Grievance Procedure	The policy is unchanged. The footnotes are updated to reflect 50 ILCS 205/3c, added by P.A. 100-1040 and the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19. Both laws are discussed in 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> , above, and in 3:40-E, <i>Checklist for the Superintendent Employment Contract Negotiation Process</i> , below.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

3:40, Superintendent	The policy is unchanged. The footnotes are updated to reflect an amendment to 23 Ill. Admin.Code §25.355 and for continuous improvement.	<input type="checkbox"/>
3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 40 ILCS 5/15-155(g-1), amended by P.A. 100-587 (the threshold to prevent school districts from granting double-digit pension-boosting raises to employees approaching retirement was reduced from six percent (in place since 2005) to three percent).</li> <li>2. Severance pay restriction, prohibition, and transparency laws: <ol style="list-style-type: none"> <li>a. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19 provides severance pay restrictions and prohibitions – most notably prohibiting severances for employees who are fired for misconduct (discussed above in 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records).</li> <li>b. 50 ILCS 205/3c, added by P.A. 100-1040 provides specific transparency requirements for severance agreements with employees who are found to have engaged in sexual harassment and/or discrimination as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.</li> </ol> </li> </ol>	<input type="checkbox"/>
3:60-E, <u>Event</u> Reporting and Notice Requirements for Building Principals Concerning School Safety and Security	This exhibit is <b>RENAMED</b> and <b>REWRITTEN</b> . It is updated with additional items and separates reporting requirements from notice requirements.	<input type="checkbox"/>
4:15, Identity Protection	The policy is unchanged. The footnotes are updated to clarify requirements under the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503. An option is also clarified. Districts choosing that option should update the policy.	<input type="checkbox"/>
4:45, Insufficient Fund Checks and Debt Recovery	The policy, Legal References, and footnotes are updated in response to the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:130, Free and Reduced-Price Food Services	The policy is unchanged. The footnotes include a new option for boards that want to inform their communities about the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications	The exhibit is updated in response to the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:170, Safety	The policy is updated in response to 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19, requiring schools to conduct active shooter drills no later than 90 days after the first day of school each year. The footnotes are updated to discuss this addition and for continuous improvement. A correction is made to a Legal References citation.	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	The procedure and footnotes are updated in response to 105 ILCS 128/, amended by P.A. 100-996, eff. 1-1-19, and 105 ILCS 5/10-20.67 (final citation pending), amended by P.A. 100-984, eff. 1-1-19. Additional continuous improvement updates are made to the procedure.	<input type="checkbox"/>
4:170-AP2, Routine Communications Concerning Safety and Security	The procedure is updated in response to Ashley’s Law, 105 ILCS 5/22-3, added by P.A. 100-660, to add reference to 7:270-E2, <i>School Medication Authorization Form – Medical Cannabis</i> .	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

5:10, Equal Employment Opportunity and Minority Recruitment	The policy is unchanged. The footnotes are updated to incorporate amendments to the Right to Breastfeed Act, 820 ILCS 260/, amended by P.A. 100-1003, the Medical Cannabis Pilot Program Act, 410 ILCS 130/, amended by P.A. 100-660, and <i>Ashley's Law</i> , 105 ILCS 5/22-33, added by P.A. 100-660.	<input type="checkbox"/>
5:10-AP, Workplace Accommodations for Nursing Mothers	The procedure and footnotes are updated to reflect amendments to the Nursing Mothers in the Workplace Act, 820 ILCS 260/, amended by P.A. 100-1003. It prohibits employers from reducing an employee's compensation for time used for the purpose of expressing milk or nursing a baby.	<input type="checkbox"/>
5:20, Workplace Harassment Prohibited	The policy is unchanged. The footnotes discuss a new sexual harassment reporting hotline and website, along with discussions about the new severance pay restriction, prohibition, and transparency laws (1) the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, and (2) 50 ILCS 205/3c, amended by P.A. 100-1040, both discussed in 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> and 3:40-E, <i>Checklist for the Superintendent Employment Contract Negotiation Process</i> above.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	<p>The policy, footnotes, Legal References, and cross references are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 20 ILCS 2630/3.3, added by P.A. 100-718 (federal Rap Back Service).</li> <li>2. Continuous improvements related to: <ol style="list-style-type: none"> <li>a. <i>Facebook Password Law</i>, 820 ILCS 55/10, amended by P.A. 99-610.</li> <li>b. IASB Foundational Principles of Governance.</li> </ol> </li> </ol> <p>Legal References are also updated for style and two cross references are added.</p>	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated for the reasons discussed in 5:30, <i>Hiring Process and Criteria</i> , above.	<input type="checkbox"/>
5:60, Expenses	The policy, footnotes, and Legal References are updated in response to the Ill. Wage Payment Collection Act (WPCA), 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The optional policy sentence clarifies that school districts are not responsible for losses due to employee negligence, normal wear, or losses due to theft, unless the theft was due to the district's own negligence. Legal References are updated in response to the WPCA and for style.	<input type="checkbox"/>
5:100, Staff Development Program	<p>The policy is unchanged. A Legal Reference is updated. Footnotes options for the staff development program text include are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19 (changing training for licensed school personnel and administrators who work with students in grades kindergarten (previously grade 7) through 12).</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19 (adding appropriate and available services for the promotion of student attendance and engagement to the list of professional development requirements pertaining to the adverse consequences of school exclusion, etc.).</li> </ol>	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-20, amended by P.A. 100-596 (teacher shortage provisions); and 23 Ill.Admin.Code Part 25, amended at 42 Ill. Reg. 8830 (governing educator licensure).	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

5:200, Terms and Conditions of Employment and Dismissal	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 820 ILCS 260, amended by P.A. 100-1003. It requires employers to provide employees reasonable paid break time for nursing mothers to express milk.</li> <li>2. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582. It governed clock hour requirements for student attendance days.</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
5:220, Substitute Teachers	<p>The policy, footnotes, and Legal References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 40 ILCS 5/16-118, amended by P.A. 100-596, permitting substitute teachers who are TRS annuitants to teach up to 120 paid days or 600 paid hours in each school year (instead of 100 paid days or 500 paid hours).</li> <li>2. 105 ILCS 5/21B-20, amended by P.A. 100-596, establishing a Short-Term Substitute Teaching License (eff. 7-1-18 through 6-30-23).</li> <li>3. 40 ILCS 5/16-150.1, amended by P.A. 100-743, allowing TRS annuitants to return to teaching in a subject shortage area until 6-30-19 (previously 6-30-13).</li> <li>4. 105 ILCS 5/24-5(b-5), added by P.A. 100-855, allowing schools to require new substitute teachers to provide evidence of physical fitness to perform duties, and requiring new substitute teachers to provide evidence of freedom of communicable diseases.</li> </ol> <p>Additional continuous improvement updates are made to the footnotes.</p>	<input type="checkbox"/>
5:220-AP, Substitute Teachers	The procedure and footnotes are updated. See 5:220, Substitute Teachers, above.	<input type="checkbox"/>
5:230, Maintaining Student Discipline	The policy is unchanged. Footnote 3 is updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-1035. It allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel.	<input type="checkbox"/>
5:300, Schedules and Employment Year	The policy is unchanged. A footnote is updated in response to 820 ILCS 260, amended by P.A. 100-1003 (requiring employers to provide employees reasonable paid break time for nursing mothers to express milk).	<input type="checkbox"/>
6:20, School Year Calendar and Day	The policy is unchanged. Footnote 5 is updated in response to the repeal of 105 ILCS 5/18-8.05(F), which governed clock hour requirements for student attendance days. Additional continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>
6:50, School Wellness	The policy is unchanged. Footnotes are updated to reflect a state rule amendment and updated web links.	<input type="checkbox"/>
6:60, Curriculum Content	<p>The policy, footnotes, and Legal References are updated to:</p> <ol style="list-style-type: none"> <li>1. More comprehensively discuss driver education course requirements.</li> <li>2. Clarify that a unit of instruction is to be determined by the Superintendent or designee.</li> <li>3. Reflect the requirement of 105 ILCS 5/27-23.11, added by P.A. 100-1056, to make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling.</li> <li>4. Reflect the requirements of 105 ILCS 5/27-23.1, amended by P.A. 100-1043, for ISBE to assist school districts that offer an evidence-based parenting educational model and to implement a 3-year pilot program for parenting education beginning with the 2019-2020 school year.</li> <li>5. Other minor style changes.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

6:60-AP, Comprehensive Health Education Program	<p>The procedure and its footnotes are updated to:</p> <ol style="list-style-type: none"> <li>1. Reflect statutes amended by new Public Acts.</li> <li>2. Reflect the requirement of 105 ILCS 5/27-23.11, added by P.A. 100-1056, to make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling.</li> </ol>	<input type="checkbox"/>
6:60- <del>AP</del> , E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	The exhibit is <b>RENUMBERED</b> . The exhibit and its footnotes are updated to allow a waiver of attendance for all areas of instruction required by 105 ILCS 5/27-9.1.	<input type="checkbox"/>
6:60- <del>AP</del> , E2, Resources for Biking and Walking Safety Education	This <b>NEW</b> exhibit lists educational resources related to biking and walking safety education.	<input type="checkbox"/>
6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights	The exhibit and footnotes are updated for continuous improvement. A new footnote is added in response to 105 ILCS 5/14-6.01, amended by P.A. 100-1112, requiring schools boards to provide notice that students found ineligible for special education services under the Individuals with Disabilities Education Act may be eligible for services under Section 504 of the Rehabilitation Act of 1973.	<input type="checkbox"/>
6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct	Legal Reference correction.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	<p>The policy, footnotes, and Legal References are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandating that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses taught by an Ill. Instructor.</li> <li>2. The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requiring community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdiction that request one.</li> <li>3. 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542, governing substitutions for physical education.</li> <li>4. 105 ILCS 5/2-3.173, added by P.A. 100-992, establishing a registered apprenticeship program.</li> </ol>	<input type="checkbox"/>
7:70, Attendance and Truancy	<p>The policy, footnotes, and Cross References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/26-2(c), amended by P.A. 100-825, to only permit reenrollment denial to a student 17 years of age or older for failure to meet minimum attendance standards.</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19, requiring ongoing professional development on appropriate and available supportive services to promote student attendance and engagement.</li> <li>3. 105 ILCS 5/26-12, amended by P.A. 100-825, prohibiting punitive action “unless available supportive services and other school resources have been provided to the student.”</li> </ol> <p>Additional continuous improvement updates are made to the footnotes and Cross References.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

<p>7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741, requires the Ill. Dept. of Public Health (IDPH) to provide all students entering sixth grade and their parent(s)/guardian(s) with written information about the link between human papillomavirus (HPV) and certain cancers, as well as the availability of an HPV vaccine.</li> <li>2. The Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/, amended by P.A. 100-977, requires the IDPH to develop, provide, or approve and publish informational materials for school districts regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations. An accompanying amendment to 105 ILCS 5/27-8.1 requires school districts to include such materials when they provide information on school health issues to students' parent(s)/guardian(s).</li> <li>3. 105 ILCS 5/27-8.1, amended by P.A. 100-829, requires all children entering kindergarten, second, sixth, and ninth grades to have a dental examination. Note: The addition of ninth grade affects high school and unit school districts.</li> </ol> <p>Additional continuous improvement updates are made to the policy, footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:150-AP, Agency and Police Interviews</p>	<p>The exhibit is <b>REWRITTEN</b>. It now directs the reader to the <i>Ill. Council of School Attorney Guidelines for Interviews of Students at School by Law Enforcement Authorities</i> and provides a website link.</p>	<input type="checkbox"/>
<p>7:190, Student Behavior</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allowing in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel.</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19, requiring ongoing professional development on appropriate and available supportive services to promote student attendance and engagement.</li> <li>3. 105 ILCS 5/22-33 (<i>Ashley's Law</i>), added by P.A. 100-660, requiring school districts to authorize a parent, guardian or designated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent, guardian or designated caregiver have been issued registry identification cards.</li> <li>4. 105 ILCS 5/26-2a, amended by P.A. 100-918, defining a truant.</li> </ol> <p>Additional continuous improvement updates are made to the policy, footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:190-AP7, Student Discipline Guidelines</p>	<p>The procedure and footnotes are updated for continuous improvement and to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, discussed 7:190, <i>Student Behavior</i>, above.</li> <li>2. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19, defining school resource officer.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

7:190-E2, Student Handbook Checklist	<p>The exhibit is updated to reflect:</p> <p>105 ILCS 5/27-23.11, added by P.A. 100-1056 (make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling); and</p> <p><i>Ashley's Law</i>, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCs 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions).</p>	<input type="checkbox"/>
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated to reflect 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19 (definition of school resource officer and certification requirements). In addition, information about including a district's targeted school violence prevention program in the MOU is added. Other minor continuous improvement updates are made.</p>	<input type="checkbox"/>
7:200, Suspension Procedures	<p>The policy is unchanged. The footnotes are updated for continuous improvement and to incorporate amendments to 105 ILCS 5/10-22.6 by P.A.s 100-810 and 100-1035 (see 7:190, <i>Student Behavior</i>, above).</p>	<input type="checkbox"/>
7:250, Student Support Services	<p>The policy is updated for continuous improvement. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/14-1.09, amended by P.A. 100-750 (amending the definition of school psychologist); and</li> <li>2. 23 Ill.Admin.Code §§ 1.760(a), 23.130, 25.235, amended at 42 Ill. Reg. 8900 (governing school support personnel).</li> </ol>	<input type="checkbox"/>
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health <u>Needs Problems</u>	<p><b>RENAMED.</b> The procedure is updated for continuous improvement. The footnotes are updated to align with the same laws discussed in 7:250, <i>Student Support Services</i>, above.</p>	<input type="checkbox"/>
7:260, Exemption from Physical Education	<p>The policy, footnotes, and Legal References are updated in response to 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542, governing substitutions for physical education and to align with 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students</i>.</p>	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, footnotes, Legal References, and Administrative Procedure References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19 (district supply of undesignated asthma medication);</li> <li>2. <i>Ashley's Law</i>, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCs 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions);</li> <li>3. 105 ILCS 5/20-30, amended by P.A. 100-799, eff. 1-1-19 (defining epinephrine injector to mean an auto-injector and a pre-filled syringe); and</li> <li>4. 105 ILCS 5/22-30, amended by P.A. 100-759, eff. 1-1-19 (district supply of undesignated opioid antagonists).</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

7:270-AP1, Dispensing Medication	The procedure and Legal References are updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated <u>Asthma Medication</u> , Epinephrine <del>Auto-Injectors</del> , and/or Opioid Antagonists	<b>RENAMED.</b> The procedure and Legal References are updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	<b>RENUMBERED.</b> The exhibit is updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-E2, School Medication Authorization Form – Medical Cannabis	<b>NEW.</b> The exhibit is created in response to <i>Ashley's Law</i> , 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCS 130/, amended by P.A. 100-660.	<input type="checkbox"/>
7:285-AP, Implementing a Food Allergy Management Program	The procedure is updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above along with continuous improvement pinpoint legal citations.	<input type="checkbox"/>
7:290, Suicide and Depression Awareness and Prevention	The policy, footnotes, and Legal References are updated to incorporate amendments to 105 ILCS 5/10-22.39 by P.A. 100-903, eff. 1-1-19. It requires in-service training to identify the warning signs of mental illness and suicidal behavior in youth at least once every two years for all licensed school personnel and administrators who work with K-12 students. Other continuous improvement updates are made.	<input type="checkbox"/>
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness Prevention Program	The procedure is updated for the same reasons discussed in 7:290, <i>Suicide and Depression Awareness and Prevention</i> , above.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy and footnotes are updated in response to the Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-747, eff. 1-1-19. It requires schools to distribute an IDPH brochure to any child (or the child's parent/guardian) who may have sustained a concussion. Other continuous improvement updates are made.	<input type="checkbox"/>
7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries	The procedure is updated for the same reasons discussed in 7:305, <i>Student Athlete Concussions and Head Injuries</i> , above.	<input type="checkbox"/>



**Office of  
General Counsel**

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.



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**Christine Crilly**, Office of General Counsel, preparation, formatting, quality assurance, editor

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



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*Exemplary High Performing School • 2017 National Blue Ribbon Schools Program*

DATE: January 25, 2019  
TO: Policy Committee (Pam, Bev, Mary, and Renee)  
FROM: Mary  
RE: Policy Review of PRESS Issue #99 for February 4 Meeting

We have 18 documents to review, so each of you have been assigned four or five items.

I

**Five-Year Review**

**Assigned to Pam: 2:80-E Exhibit, Board Member Code of Conduct:** This exhibit describes conduct expectations for board members. **I do not recommend any changes to this document.**

**Changes to Existing Policies from Mary**

**Assigned to Pam: Policy 5:331, General Personnel, Benefits:** The health insurance benefit now available to campus security personnel has been added to this policy. **I recommend to accept the new language.**

**Changes to Existing Policies from PRESS**

**Assigned to Pam: Policy 2:80, Board of Education, Board Member Oath and Conduct:** A new law effective January 1, 2019 added six additional board member responsibilities to the school board member oath of office. PRESS has added them to this policy. **I recommend to accept the PRESS changes.**

**Assigned to Pam: Policy 4:45, Operational Services, Insufficient Fund Checks and Debt Recovery:** PRESS has added language regarding the process the District must follow if seeking a delinquent debt claim of no less than \$500 that was incurred by reimbursable meals or snacks. This new language is responsive to a new law, the Hunger-Free Students’ Bill of Rights Act. The law allows school districts to seek an offset under the State Comptroller Act when they have made reasonable efforts for at least

one year to collect food debts of \$500 or more. **I recommend to accept the PRESS language.**

**Assigned to Renee: Policy 4:170, Operational Services, Safety:** PRESS has updated this policy to include the new requirement for school districts to conduct a law enforcement drill involving a school shooting during the fall semester with student and staff participation. **I recommend to accept the PRESS language.**

**Assigned to Renee: Policy 5:30, General Personnel, Hiring Process and Criteria:** PRESS recommends to add language about the Board maintaining the Superintendent's job description. It appears that we do not have a job description for the Superintendent. If the Board wants to adopt the PRESS language, a job description will need to be developed. There are IASB resources for this. PRESS also adds language that says when a superintendent candidate is offered employment, the Board President shall ensure that a criminal background check is done and that the Sex Offender and the Violent Offender Against Youth databases are checked. Other PRESS language changes include the Board's right to authorize additional background inquiries and notation that the District does not request access to personal online accounts. **I recommend to accept the PRESS language.** This policy also includes language recommended by our legal counsel regarding results of criminal background checks. This language is highlighted in yellow. **I recommend to accept our attorney's language.**

**Assigned to Renee: Policy 5:60, General Personnel, Expenses:** This policy covers travel-related expenses and reimbursements. PRESS suggests to add new language that provides information to employees about Illinois Wage Payment and Collection Act exclusions from reimbursable expenses. The new language says that the District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was due to the District's negligence. This language is optional. I think it makes this policy seem more complicated and the new language doesn't seem like it really fits in this policy. **I recommend not to accept the PRESS language.**

**Assigned to Renee: Policy 5:220, Professional Personnel, Substitute Teachers:** PRESS has incorporated new language covering short-term substitute teaching licenses and the length of time a holder can teach. FYI, to get a short-term substitute teaching license, the person must hold an associate's degree or have completed 60 credit hours from an accredited institution. If a school district uses short-term substitute teachers, the district is required to provide a training program for these individuals and there is new language in this policy to address this. At this time, we do not use short-term substitute teachers, but we are looking into the requirements for a training program in the event we may one day have to use them. It is getting harder and harder to find substitute teachers. There is also new language responsive to a change in the law that allows TRS retirees to teach up to 120 days or 600 hours, rather than 100 days and 500 hours. **I recommend to accept the PRESS language.**

**Assigned to Bev: Policy 6:60, Instruction, Curriculum Content:** PRESS suggests to add language regarding driver's education course requirements to make this policy more comprehensive. The requirements are not new. PRESS also suggests edits on language in this policy referring to required curriculum as "a unit" of instruction. PRESS suggests not to use "a unit" and prefers language that says "instruction as determined by the Superintendent or designee." **I recommend to accept the PRESS language.**

**Assigned to Bev: Policy 6:310, Instruction, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students:** This policy has been updated by PRESS in response to the Dual Credit Quality Act. New language clarifies that dual credit courses can be college or high school courses. New language cleans up a reference to Tech Prep programs and other new language adds registered apprenticeship programs as acceptable substitutions for required courses. **I recommend to accept the PRESS language.**

**Assigned to Bev: Policy 7:70, Students, Attendance and Truancy:** PRESS has added language responsive to new legislation requiring ongoing professional development on supportive services to promote student attendance and engagement. Another new law prohibits punitive action unless available supportive services have been provided to the student. Yet another new law permits re-enrollment denial to students 17 years of age or older for failure to meet minimum attendance standards only. Previously, re-enrollment could be denied to 17 year olds for failure to meet academic standards, too. **I recommend to accept the PRESS language.**

**Assigned to Bev: Policy 7:100, Students, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students:** PRESS suggests language responsive to new legislation requiring school districts to provide Illinois Department of Public Health informational materials to parents. A new law also requires ninth graders to present proof of a dental examination. PRESS suggests language to address this along with language regarding consequences for failure to do so. New language also clarifies that an advanced registered nurse or physician assistant may provide verification for exemption from health examination or immunization requirements based on medical grounds. **I recommend to accept the PRESS language.**

**Assigned to Bev: Policy 7:190, Students, Student Behavior:** PRESS suggests language additions here that are responsive to Ashley's Law, which requires school districts to authorize a parent or dedicated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or on a school bus. **I recommend to accept the PRESS language.**

**Assigned to Mary: Policy 7:250, Students, Student Support Services:** For continuous improvement purposes, PRESS suggests to change "mental health problems" to "mental health needs." **I recommend to accept the PRESS language.**

**Assigned to Mary: Policy 7:260, Students, Exemption from Physical Education:** PRESS recommends new language that includes considerations that will be used to determine when a student shall return to a physical education course. This is responsive to amended school code governing substitutions for physical education. **I recommend to accept the PRESS language.**

**Assigned to Mary: Policy 7:270, Students, Administering Medicine to Students:** This policy has been updated by PRESS to comply with new legislation regarding undesignated asthma medication. Having undesignated asthma medication is optional, but if a school district chooses to do so, it must comply with various legal requirements. We currently do not maintain undesignation asthma medication and I recommend that we continue this practice. Therefore, **I recommend not to accept the PRESS language regarding undesignated asthma medication.** This policy also includes language updates consistent with Ashley's law regarding administration of medical cannabis. **I recommend to accept the PRESS language regarding medical cannabis.**

**Assigned to Mary: Policy 7:290, Students, Suicide and Depression Awareness and Prevention:** Changes to this policy incorporate amendments to school code that require training to identify the warning signs of mental illness and suicidal behavior in youth. **I recommend to accept the PRESS language.**

**Assigned to Mary: Policy 7:305, Students, Student Concussions and Head Injuries:** This policy has been updated in response to a new legal requirement for schools to distribute an Illinois Department of Public Health brochure to any student (or the student's parents) who may have sustained a concussion. **I recommend to accept the PRESS language.**