

Update Memo

Please distribute to board members and appropriate staff.

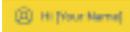
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Online Instructions

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

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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 Brofine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211.

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** materials 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/ 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. 5.

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

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

Spring 2020 Legislative Wrap-Up

In the spring of 2020, the General Assembly took action to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. Three laws in general affected school boards:

1. The Education Omnibus bill became P.A. 101-643. It amended and added to various sections of the School Code. Updates from this law impacted many materials in the **PRM**. Some changes mostly related to COVID-19 required more immediate consideration, and we addressed those in **PRESS** Issues 104 and 105. The remaining updates to the **PRM** required by this law (most of which are not directly related to COVID-19), are addressed in this **PRESS** Issue 106, including a new background check reporting obligation if a licensed applicant has a *pending* criminal charge for a prohibited offense.
2. 105 ILCS 5/10-20.21, amended by P.A. 101-632 (allows boards to utilize electronic bidding procedures for construction purposes).
3. 10 ILCS 5/2B-10 and 105 ILCS 5/24-2, amended by P.A. 101-642 (2020 General Election Day).

The following **PRESS** materials are updated:

- 2:20-E, Waiver and Modification Request Resource Guide
- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process
- 4:10, Fiscal and Business Management
- 4:60-AP1, Purchases
- 4:150, Facility Management and Building Programs
- 4:175, Convicted Child Sex Offender; Screening; Notifications
- 4:175-AP1, Criminal Offender Notification Laws; Screening
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:190, Teacher Qualifications
- 6:15, School Accountability
- 6:20, School Year Calendar and Day
- 6:40, Curriculum Development
- 6:280, Grading and Promotion
- 6:300, Graduation Requirements
- 6:300-E2, State Law Graduation Requirements
- 6:320, High School Credit for Proficiency
- 6:340, Student Testing and Assessment Program
- 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

PRESS Terminology

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

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

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

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

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

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

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

Exhibits labeled with an "E" 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.

III. State Board of Education Regulatory Updates

The Ill. State Board of Education recently issued regulations or guidance in several areas:

1. 23 Ill.Admin.Code Part 255, added by 44 Ill.Reg. 14799, implements registered apprenticeship programs authorized by 105 ILCS 5/2-3.175. The new regulations require boards to have a policy if they choose to offer such programs and require districts to make certain notifications about these programs on their websites and in parent/student handbooks. **Note:** 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 7:190-E2, *Student Handbook Checklist*, will be updated in **PRESS** Issue 107 to reflect the new website notification and handbook requirements.
2. 23 Ill.Admin.Code Part 375, amended by 44 Ill.Reg. 13364, amends the definition of temporary student records to include related service logs (authorized by 105 ILCS 10/2), and provides for different methods a district may use to notify a parent or student before any school student record is destroyed (authorized by 105 ILCS 10/4).
4. 23 Ill.Admin.Code Part 680, added by 44 Ill.Reg. 9978, implements the State Seal of Biliteracy Program, authorized by 105 ILCS 5/2-3.159.
5. 23 Ill.Admin.Code 29.130, repealed by 44 Ill.Reg. 9110, makes cleanup changes to ISBE rules governing superintendent endorsements.
6. 23 Ill.Admin.Code Part 252, amended by 44 Ill.Reg. 9212, implements language added to the Driver Education Act of the School Code that allows for distance learning and that requires districts contracting with a commercial driving school to ensure driver education teachers meet ISBE licensure standards and follow evaluation requirements that apply to non-tenured teachers.
7. ISBE released a new form at www.isbe.net/Documents/FAFSA-Non-Participation-Form.pdf that a parent/guardian or student must file with a district when seeking a waiver of the State graduation requirement to file a FAFSA or application for State financial aid.

The following **PRESS** materials are created or updated for this important bundle:

Note on Recent Amendments to 23 Ill.Admin. Code Part 375: Due to a clerical error made by the Ill. Joint Commission of Administrative Rules (JCAR), the published version of the Ill. State Board of Education (ISBE) rules implementing 105 ILCS 10/4(h) currently conflicts with the statute because it states that notification to parents/guardians may only be provided by U.S. mail or other confirmed means if no newspaper is published in the school district. 23 Ill.Admin.Code §375.40(c)(2)(C). There is no such condition attached to those two methods of notification in 105 ILCS 10/4(h). This conflict did not appear in the final version of the rules adopted by ISBE before submission to JCAR. JCAR is expected to correct this issue soon; however, it had not yet been corrected by the publication of **PRESS** Issue 106.

3. 23 Ill.Admin.Code Part 100, amended by 44 Ill.Reg. 9150, creates a new category of funds called *fiduciary funds* for which districts act as custodians and which are distinguished from *student activity funds*.

- 3:40, Superintendent
- 4:55, Use of Credit and Procurement Cards
- 4:80, Accounting and Audits
- 4:90, Student Activity and Fiduciary Funds – **RENAMED**
- 5:190, Teacher Qualifications
- 6:300, Graduation Requirements
- 6:300-E3, Form for Exemption from Financial Aid Application Completion
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 6:310-E, Class Substitution Request
- 6:320, High School Credit for Proficiency
- 7:325, Student Fundraising Activities
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records
- 7:340-AP2, Storage and Destruction of School Student Records
- 7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records

PRESS Issue 106 Trivia

146 PRM pages • 276 footnotes • 38,026 words • 40 PRM materials

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

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

- 4:120-AP, Food Services; Competitive Foods; Exemptions
- 5:185-AP, Resource Guide for Family and Medical Leave
- 5:270, Employment At-Will, Compensation, and Assignment

- 6:235-E5, Children’s Online Privacy Protection Act
- 6:315, High School Credit for Students in Grade 7 or 8
- 7:140, Search and Seizure
- 7:140-E, Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act
- 7:300, Extracurricular Athletics

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

Progress Report – The contents of this table frequently change.

Topics	Our Response
<p>Video Recording of Remote Class Lessons</p> <p>With the widespread implementation of remote learning during the pandemic, some districts are providing for the recording of certain online lessons for student or parent access. Recordings will only qualify as student records and be subject to the retention and disclosure requirements of federal and State records law if the video (1) is directly related to (or concerns) a student, and (2) is maintained by the district. For specific guidance on this issue, consult the board attorney and refer to the Dept. of Education’s guidance on FERPA and Virtual Learning During COVID-19 webinar at: https://studentprivacy.ed.gov/training/ferpa-and-virtual-learning-during-covid-19-webinar-recording and its FAQs on Photos and Videos under FERPA at: https://student-privacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa.</p>	<p>No PRESS materials are affected. Sample policy 7:340, <i>Student Records</i>, and its accompanying suite of materials address districts’ student record obligations.</p>
<p>EEOC Updates COVID-19 Technical Assistance Publication</p> <p>In September, the Equal Employment Opportunity Commission (EEOC) updated its technical assistance document entitled <i>What You Should Know about Covid-19 and the ADA, the Rehabilitation Act, and Other EEO Laws</i>, to incorporate 18 additional questions and answers adapted from two other EEOC technical assistance resources regarding pandemic preparedness in the workplace. This more comprehensive, user-friendly document is available at: www.eeoc.gov/wysk.</p>	<p>No PRESS materials are affected.</p>
<p>U.S. Dept. of Labor Revises Families First Coronavirus Response Act (FFCRA) Rules and Guidance</p> <p>In August, a federal district court in New York struck down certain key aspects of the Dept. of Labor’s (DOL) temporary rule implementing the FFCRA, including the following requirements: (1) an employer must have work available for an employee to perform in order for that employee to qualify for an FFCRA leave; (2) an employer must consent if an employee wants to take the leave intermittently; and (3) an employee must give the employer documentation before taking a leave. In response to the court ruling, on 9-16-20, the DOL updated its rule to reaffirm and clarify these requirements, which remain in effect until 12-31-20. The DOL clarified that if an employee takes FFCRA leave on certain days or half days because the school building of the employee’s child is closed under a hybrid remote learning schedule, the employer’s agreement is <i>not</i> required in those situations because the leave cannot be intermittent. Rather, each period of time the school is physically closed represents a separate, qualifying reason for the employee to use FFCRA leave. The revised rule also provides that advance notice of a leave is not required if the need for the leave is immediate or unexpected. A helpful Q&A on the FFCRA has also been updated at: https://www.dol.gov/agencies/whd/pandemic/ffcra-questions.</p>	<p>No PRESS materials are affected.</p>

Progress Report — *continued*

Topics	Our Response
<p>ISBE Pupil Transportation Reimbursement Rules</p> <p>In August, ISBE updated Pupil Transportation Reimbursement rules at 23 Ill.Admin. Code Part 120 to ensure that, when the Governor declares a disaster due to a public health emergency, all transportation costs incurred that are beyond transporting students, such as costs related to the distribution of food, distribution and pick-up of student assignments and work, and use of vehicles to provide wi-fi and other similar costs, shall be allowable and reimbursed by the formula under 105 ILCS 5/29-5.</p>	No PRESS materials are affected.
<p>Early Childhood and Chronic Absenteeism</p> <p>In July, ISBE updated 23 Ill.Admin.Code §235.80. It now requires the districts that receive State funding under the Early Childhood Block Grant program to collect and review chronic absenteeism data and what supports and resources they have for engaging chronically absent early childhood students and their families. Districts must also report this data to ISBE on an annual basis on or before July 1.</p>	We will update sample policy 7:70, <i>Attendance and Truancy</i> , in PRESS Issue 107.

Revisions to Policies, Administrative Procedures, and Exhibits

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"> 105 ILCS 5/2-3.25g(c-5), amended by P.A. 101-782, requiring notice to affected exclusive bargaining agents and State legislators of a district's intent to seek approval of a waiver or modification of School Code mandates; and 105 ILCS 5/10-19.05(j-5), added by P.A. 101-643, alleviating clock-hour requirements for parent-teacher conferences if the Governor declares a disaster due to a public health emergency. 	<input type="checkbox"/>
3:40, Superintendent	The Legal References and footnotes are updated in response to the repeal of 23 Ill. Admin.Code §29.130 (cleanup changes to superintendent endorsement requirements, which were moved to 23 Ill.Admin.Code §25.355). Other continuous improvements are also made to the footnotes.	<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"> The reason discussed in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, below; and Continuous improvement updates based on PRESS Advisory Board member feedback. 	<input type="checkbox"/>
4:10, Fiscal and Business Management	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 105 ILCS 5/17-2A, amended by P.A. 101-643 (one-year extension of authority to permanently transfer money from specified funds for any purpose through June 30, 2021); and Continuous improvement and minor style updates. 	<input type="checkbox"/>
4:55, Use of Credit and Procurement Cards	The policy is unchanged. The Cross References are updated to reflect the title change for 4:90, <i>Student Activity and Fiduciary Funds</i> , which is changed for the reason discussed in 4:90, <i>Student Activity and Fiduciary Funds</i> , below.	<input type="checkbox"/>

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

4:60-AP1, Purchases	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-20.21(a), amended by P.A. 101-632 (electronic bidding permitted for all bids, including construction purposes); 2. <u>Restore Construction Co., Inc. v. Bd. of Educ. of Proviso Township High Sch. Dist. 209</u>, 2020 WL 1880809 (Ill. 2020)(school board could not avoid payment under contract where it failed to follow proper contracting procedures); and 3. Other minor style changes. 	<input type="checkbox"/>
4:80, Accounting and Audits	The policy, Cross References, and footnotes are updated for the reason discussed in 4:90, <i>Student Activity and Fiduciary Funds</i> , below.	<input type="checkbox"/>
4:90, <u>Student Activity and Fiduciary Funds</u>	RENAMED. The policy, Legal References, Cross References, and footnotes are updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing <i>fiduciary</i> funds as a category of funds separate from <i>student activity funds</i> , for which a district has custodial responsibilities).	<input type="checkbox"/>
4:120-AP, Food Services; Competitive Foods; Exemptions	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:150, Facility Management and Building Programs	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/17-2.11(j), amended by P.A. 101-643 (extension of authority to transfer excess life safety funds to the Operations and Maintenance Fund for building repair work to June 20, 2021); 2. The activation of the Ill. Dept. of Labor’s online portal for contractors to submit certified payroll and other employment records, alleviating district record-keeping responsibilities, as authorized by 820 ILCS 130/4(e), amended by P.A. 100-1177; and 3. Continuous improvement update to optional policy language contained in Footnote 7 (building naming criteria). 	<input type="checkbox"/>
4:175, Convicted Child Sex Offender; Screening; Notifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-21.9(e), amended by P.A. 101-643, requiring the superintendent, regional office of education, or an entity providing fingerprint-based criminal history records checks to notify the ISBE Superintendent within 10 days when a check returns a pending charge of a crime set forth in 105 ILCS 5/21B-80. Footnote 8 is updated for continuous improvement.	<input type="checkbox"/>
4:175-AP1, Criminal Offender Notification Laws; Screening	The procedure and footnotes are updated in response to 105 ILCS 5/10-21.9(e), amended by P.A. 101-643, for the reason discussed in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i> , above.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-21.9, amended by P.A. 101-643, for the reason discussed in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i> , above and for continuous improvement.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure and footnotes are updated in response to 105 ILCS 5/10-21.9(e), amended by P.A. 101-643, for the reason discussed in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i> , above, and for continuous improvement.	<input type="checkbox"/>
5:185-AP, Resource Guide for Family and Medical Leave	The procedure is updated in response to a five-year review.	<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. 101-643, and to amended driver education rules at 23 Ill. Admin.Code Part 252.	<input type="checkbox"/>
5:270, Employment At-Will, Compensation, and Assignment	The Cross References and footnotes are updated in response to a five-year review.	<input type="checkbox"/>

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

6:15, School Accountability	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643, which does not require annual State assessments if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education.	<input type="checkbox"/>
6:20, School Year Calendar and Day	The Legal References, Cross References, and footnotes are updated in response to the following pandemic preparedness legislation: <ol style="list-style-type: none"> 1. 10 ILCS 5/2B-10 and 105 ILCS 5/24-2, amended by P.A. 101-642 (<i>2020 General Election Day</i>); 2. 105 ILCS 5/10-19, amended by P.A. 101-643 (actual pupil attendance may include remote learning days, blended remote learning days, and up to five remote and blended remote learning planning days); 3. 105 ILCS 5/10-19.05, amended by P.A. 101-643 (minimum clock-hour requirements to align with the circumstances of public health emergency declarations); 4. 105 ILCS 5/10-20.56, amended by P.A. 101-643 (e-learning); and 5. 105 ILCS 5/10-30, added by P.A. 101-643 (see the reason in number two, above). 	<input type="checkbox"/>
6:40, Curriculum Development	The policy is unchanged. The footnotes are updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 5/10-20.56, amended by P.A. 101-643 (experimental educational programs may include e-learning days as allowed under 105 ILCS 5/10-20.56); 2. Title IX’s application to transgender or gender non-conforming students; and 3. Continuous improvement updates. 	<input type="checkbox"/>
6:235-E5, Children’s Online Privacy Protection Act	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:280, Grading and Promotion	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-3.64a-5(e), amended by P.A. 101-643 (State assessments not required when waived by U.S. Dept. of Education).	<input type="checkbox"/>
6:300, Graduation Requirements	The policy is updated for continuous improvement. The footnotes are updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 5/27-22(i), added by P.A. 101-643, allowing ISBE to adopt rules modifying graduation requirements high school students if the Governor has declared a disaster due to a public health emergency; 2. 105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643, to not require annual State assessments if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education; 3. Updated ISBE rules at 23 Ill.Admin.Code Part 680 (State Seal of Biliteracy Program); and 4. ISBE’s FAFSA Nonparticipation Form. 	<input type="checkbox"/>
6:300-E2, State Law Graduation Requirements	The exhibit is updated in response to 105 ILCS 5/27-22(i), added by P.A. 101-643, allowing ISBE to adopt rules modifying graduation requirements for high school students if the Governor has declared a disaster due to a public health emergency, and for continuous improvement.	<input type="checkbox"/>
6:300-E3, Form for Exemption from Financial Aid Application Completion	The exhibit is updated to reference and include a link to ISBE’s recently-developed FAFSA Nonparticipation Form (previously referenced as “an ISBE waiver form”).	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy, Legal References, and footnotes are updated in response to 23 Ill.Admin. Code Part 255 (course substitutions for registered apprenticeship programs). Other continuous improvement updates were also made to the footnotes.	<input type="checkbox"/>
6:310-E, Class Substitution Request	The exhibit is updated for the reason discussed in 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> , above.	<input type="checkbox"/>

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

6:315, High School Credit for Students in Grade 7 or 8	The policy is unchanged. The footnotes are updated in response to five-year review.	<input type="checkbox"/>
6:320, High School Credit for Proficiency	The Legal References and footnotes are updated in response to 23 Ill.Admin.Code Part 680 (State Seal of Biliteracy Program). The footnotes are updated in response to 105 ILCS 5/27-22, amended by P.A. 101-643 (ISBE may adopt rules to modify graduation requirements during a public health emergency).	<input type="checkbox"/>
6:340, Student Testing and Assessment Program	The policy and footnotes are updated. The policy is updated to incorporate continuous improvement changes suggested by the PRESS Advisory Board. The footnotes are updated in response to 105 ILCS 5/2-3.64a-5, amended by P.A. 101-643 (State assessments not required when waived by U.S. Dept. of Education) and other continuous improvement changes.	<input type="checkbox"/>
7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	The policy and footnotes are updated for continuous improvement and in response to 105 ILCS 5/27-8.1, amended by P.A. 101-643, prohibiting a school from withholding a child's report card during a school year when the Governor has declared a disaster due to a public health emergency.	<input type="checkbox"/>
7:140, Search and Seizure	The policy is unchanged. The Legal References and footnotes are updated in response to a five-year review, including optional policy language for high school and unit districts is added to footnote 7.	<input type="checkbox"/>
7:140-E, Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:300, Extracurricular Athletics	The policy, footnotes, and Cross References are updated in response to a five-year review.	<input type="checkbox"/>
7:325, Student Fundraising Activities	The policy and Cross References are updated. The policy contains minor style changes. The Cross References reflect the title change for 4:90, <i>Student Activity and Fiduciary Funds</i> , which is changed for the reason discussed in 4:90, <i>Student Activity and Fiduciary Funds</i> , above.	<input type="checkbox"/>
7:340-AP1, School Student Records	The procedure is updated in response to: <ol style="list-style-type: none"> 105 ILCS 5/14-8.02f(d), amended by P.A. 101-643 (related service logs); 105 ILCS 5/2-3.64a-5, amended by P.A. 101-643 (State assessments); 105 ILCS 5/27-22, amended by P.A. 101-643 (State graduation requirements); 23 Ill.Admin.Code Part 680 (State Seal of Biliteracy Program); and Continuous improvement updates. 	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit is updated in response to 105 ILCS 5/14-8.02f(d), amended by P.A. 101-643 (related service logs).	<input type="checkbox"/>
7:340-AP2, Storage and Destruction of School Student Records	The procedure is updated in response to 23 Ill.Admin.Code 375.40(c)(notification methods to parents/guardians of the destruction of school student records)	<input type="checkbox"/>
7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records	The exhibit is updated for the reason described in 7:340-AP2, <i>Storage and Destruction of School Student Records</i> , above.	<input type="checkbox"/>



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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Acknowledgement to PRESS Advisory Board

The Policy Reference Education Subscription Service (**PRESS**) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

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Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:40 Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District school in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.47](#), [5/10-21.4](#), [5/10-23.8](#), [5/21B-20](#), [5/21B-25](#), [5/24-11](#), and [5/24A-3](#).

23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130~~ [25.355](#). [PRESSPlus1](#)

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

~~ADOPTED: April 21, 2016~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to the repeal of 23 Ill.Admin.Code §29.130. **Issue 106, November 2020**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by [2 C.F.R. §200.313](#), if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by

the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the (1) Chief Financial Officer, (2) Superintendent, or (3) Bookkeeper, except that checks from an accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by ~~the Bookkeeper and the Chief Financial Officer or the Superintendent~~ their respective account custodians. [PRESSPlus1](#)

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill. Adm. Code 7000](#) *et seq.*

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#), and [5/17-1](#) *et seq.*

[23 Ill. Admin. Code Part 100](#).

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

Adopted: January 16, 2020

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill. Admin. Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. **Issue 106, November 2020**

Document Status: Draft Update

OPERATIONAL SERVICES

4:90 Student Activity and Fiduciary Funds

Title has been updated. Original Title: Activity Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

Student Activity Funds [PRESSPlus2](#)

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the Illinois State Board of Education ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year.

Fiduciary Funds [PRESSPlus3](#)

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, Accounting and Audits; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

23 Ill.Admin.Code §§100.20, ~~and~~ 100.80, and 100.85.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

Adopted: August 15, 2019

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). **Issue 106, November 2020**

PRESSPlus 2. Student activity funds are under the school board's control, giving it a fiduciary responsibility to safeguard them along with district assets. In contrast to *fiduciary funds* (see PRESS Plus Comment 3), the board, superintendent, or other district employees have direct involvement in how *student activity funds* are spent or attained. And, unlike fiduciary funds, student activity funds must be reported as part of a district's Educational Fund for its annual financial reporting and budget, in accordance with *Governmental Accounting Standards Board Statement No. 84*. 23 Ill.Admin.Code §§100.80(e), 100.85. **Issue 106, November 2020**

PRESSPlus 3. Fiduciary funds are funds "received from an independent, outside source in which the school board is acting in an administrative capacity." Unlike student activity funds, where "[t]he school board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained," a district has no control over how fiduciary funds are spent or raised. 23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

See 23 Ill.Admin.Code §100.85 for the specific characteristics and permitted activities of a fiduciary fund. Boards must take a number of specific actions for fiduciary funds that are delegated to the superintendent or designee in this policy and align with IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm. 23 Ill.Admin.Code

§100.85(b). Boards should consult their local auditors for guidance on whether a particular fund should be classified as a student activity fund or fiduciary fund.

Issue 106, November 2020

Document Status: Draft Update

INSTRUCTION

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, [5/10-20.56](#), 5/10-24.46, [5/10-30](#), 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1. [PRESSPlus1](#)

[10 ILCS 5/11-4.1](#).

[23 Ill.Admin.Code §1.420\(f\)](#).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), [4:180 \(Pandemic Preparedness; Management; and Recovery\)](#), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

Adopted: January 16, 2020

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:300 Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22. [PRESSPlus1](#)
3. Completing all minimum requirements for graduation as specified [in State law](#) [by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.](#)
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation [by State law](#) [by the School Code, 105 ILCS 5/2-3.64a-5\(e\).](#) [PRESSPlus2](#)
6. ~~Beginning with the 2020-2021 school year,~~ [Filing](#) one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, 5/27-22.10.](#)

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440.](#)

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: January 16, 2020

PRESSPlus Comments

PRESSPlus 1. The Ill. State Board of Education (ISBE) may adopt rules modifying graduation requirements for students in grades 9-12 if the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7. 105 ILCS 5/27-22(i), added by P.A. 101-643. **Issue 106, November 2020**

PRESSPlus 2. 105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643. Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education; ~~registered apprenticeship program~~. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses ~~or a registered apprenticeship program~~ if:

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing.

Registered Apprenticeship Program.^{Q1} The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. ^{PRESSPlus1} The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s). ^{PRESSPlus2}

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website; ^{PRESSPlus3}
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school

mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with [Section 27-22](#) of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Ongoing participation in an interscholastic or extracurricular athletic program;
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade)
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade)

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*. Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under [Section 10-22.20](#) of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.:

105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, [5/2-3.175](#), 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.

110 ILCS 27/, Dual Credit Quality Act.

23 Ill.Admin.Code §§1.425(e), 1.440(f), ~~and~~ 1.470(c), [and Part 255](#).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

Adopted: January 17, 2019

Questions and Answers:

***Required Question 1. A *registered apprenticeship program* is an industry-based occupational training program of study with standards reviewed and approved by the U.S. Dept. of Labor that meets characteristics set forth in State law and ISBE rules. The introductory sentence and listed items 1, 3, 4, and 6 are required to be in the policy if a board decides to allow students to participate in registered apprenticeship programs. See 23 Ill.Admin.Code §255.200(b). Item #2 is not required to be stated in policy, but is required to be included in a district's website notification (if any) to parents/guardians about registered apprenticeship opportunities.

Allowing for this substitution is optional, but, if offered, must be included in board policy, and the policy must be posted on the district's website (if any) for students, parents, and members of the business and industry community to access. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code §255.200.

Does the District allow substitutions in grades 9-12 (who are at least 16 years old) for PE and other required courses with

participation in a registered apprenticeship program?

- Yes (default) Does the district maintain a website? Enter yes or no. (If no, IASB will edit the policy as necessary. See footnotes 11 and 13, available at PRESS Online by logging in at www.iasb.com, for more information.):
 - No (IASB will remove the policy language regarding a Registered Apprenticeship Program.)
-

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code Part 255. In addition to the requirements listed in the policy, districts allowing for student participation in registered apprenticeship programs must also: (1) submit data on participating students through ISBE's Student Information System, (2) identify and attempt to eliminate any barriers to student participation, and (3) include the program in the Career Pathway Endorsement if the district awards endorsements under the Postsecondary and Workforce Readiness Act (110 ILCS 148/). 23 Ill.Admin.Code §255.200(d)-(f). **Issue 106, November 2020**

PRESSPlus 2. 23 Ill.Admin.Code §255.200(c). The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook. The notification to students and parents on the district's website must include: (1) a statement that a student may participate in any registered apprenticeship program listed by the district; and (2) a statement that a student may find a registered, but not listed, apprenticeship program with a business or organization, if a registered apprenticeship program is not offered in the district. 23 Ill.Admin.Code §255.200(c)(2). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com (2:250-E2 will be updated in PRESS Issue 107). **Issue 106, November 2020**

PRESSPlus 3. 23 Ill.Admin.Code §255.200(b)(4). See 6:310-E, *Class Substitution Request*, and 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com (2:250-E2 will be updated in PRESS Issue 107). **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:320 High School Credit for Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Foreign language - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.:

[105 ILCS 5/10-22.43](#), [5/10-22.43a](#), [5/27-22](#), and [5/27-24.3](#).

23 Ill.Admin.Code ~~§1.460~~ [Part 680](#). [PRESSPlus1](#)

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8)

~~ADOPTED: April 21, 2016~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers ~~to students the State assessment system~~ **all standardized assessments required by the Ill. State Board of Education (ISBE)** ~~to all students~~ and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests. [PRESSPlus1](#)
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

[105 ILCS 5/2-3.63](#), [5/2-3.64a-5](#), [5/10-17a](#), [5/22-82](#), and [5/27-1](#).

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: August 15, 2019

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate continuous improvement changes suggested by the **PRESS** Advisory Board. **Issue 106, November 2020**

Document Status: Draft Update

STUDENTS

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered PRESSPlus1 nurse ~~who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations~~, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, a~~ An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
 - a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
 - b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.
4. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to

practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in ninth grade must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, , a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced **registered** practice **registered** nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) and [315/2e](#).

[23 Ill.Admin.Code §1.530](#).

[77 Ill.Admin.Code Part 665](#).

[77 Ill.Admin.Code Part 690](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: January 17, 2019

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 106, November 2020**

Document Status: Draft Update

STUDENTS

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993). [PRESSPlus1](#)

People v. Dilworth, 169 Ill.2d 195, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194, 662 N.E. 2d 540 (Ill.App.1st Dist., 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 405 S.Ct. 733, 469 U.S. 325 (1985).

Vernonia School Dist. 47J v. Acton, 415 S.Ct. 2386, 515 U.S. 646 (1995).

Safford Unified School Dist. No. 1 v. Redding, 429 S. Ct. 2633, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

~~ADOPTED: April 21, 2016~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to a five-year review. **Issue 106, November 2020**

Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered [PRESSPlus1](#) nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

[105 ILCS 5/10-20.30](#), [5/10-20.54](#), [5/22-80](#), and [25/2](#).

[23 Ill.Admin.Code §1.530\(b\)](#).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), [7:20 \(Harassment of Students Prohibited\)](#), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: April 21, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 106, November 2020**

