

# Update Memo

Please distribute to board members and appropriate staff.

# PRESS

## Policy Reference Education Subscription Service

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**Next Issue: Summer Five-Year Reviews**

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 Issue 114 Lead Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1219, Jeremy Duffy, IASB General Counsel and **PRESS** Editor, (630) 629-3776, ext. 1234; 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.

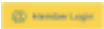

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words, a.k.a “tracked changes.”

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use **PRM** pages 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**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB’s website.

### Online Instructions

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

- Go to [www.iasb.com](http://www.iasb.com) and click on the  button on the top navigation.
- Enter 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. Use the “forgot your password?” link. Make sure to check your spam folder for an email from [info@iasb.com](mailto:info@iasb.com), if you do not see it in your email inbox.
  - 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 signing on to [www.iasb.com](http://www.iasb.com), please contact Michael Ifkovits at [mifkovits@iasb.com](mailto:mifkovits@iasb.com).
- Click the  button on the top navigator bar. This will bring you to your account page
- Under “**My Account Links**,” click on “**PRESS Login**.”

### 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. 6.

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.

## Bullying

Public Act 103-47 amended the definition of bullying in 105 ILCS 5/27-23.7 to include bullying based on physical appearance, socioeconomic status, academic status, pregnancy, parenting status, and homelessness. In addition, district bullying policies must include provisions for notifying parents/guardians of all students involved in an alleged incident of bullying within 24 hours after school administration is made aware of students' involvement. While P.A. 103-47 became effective 6-9-23, it gave the Ill. State Board of Education (ISBE) until 1-1-24 to post a template for a model bullying prevention policy. IASB collaborated with ISBE to ensure that the update to sample **PRESS** policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* aligns with the ISBE model bullying prevention policy and meets statutory policy requirements.

The following **PRESS** materials are updated in response to this legislation:

- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:180-AP1, Prevention, Identification, Investigation, and Response to Bullying
- 7:180-AP1, E1, Resource Guide for Bullying Prevention
- 7:180-AP1, E5, Report Form for Bullying
- 7:180-AP1, E7, Response to Bullying

## Racism-Free Schools Law

Last spring, the General Assembly passed P.A. 103-472, the Racism-Free Schools Law (RFSL). The law requires school districts to have policies and procedures in place by 8-1-24 that specifically address discrimination, including harassment, based on race, color, and national origin. New sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, and new sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, address the policy and procedure requirements of this new law. Like other non-discrimination and harassment policies in the **PRM**, the new policy utilizes the existing complaint process in sample policy 2:260, *Uniform Grievance Procedure*.

Sample policy 5:100, *Staff Development Program*, is updated to reflect training required by RFSL and has also been rewritten due to Public Act 103-542, which significantly streamlines school in-service training requirements into eight categories. Though P.A. 103-542 was to be effective on 1-1-24, most of its changes become operative on 7-1-24. As a result, legislative action during Veto Session amended the effective date of P.A. 103-542 to 7-1-24.

The following **PRESS** materials are updated in response to this legislation:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 2:260-AP1, Guidelines for Investigating Complaints Filed Under Policy 2:260, Uniform Grievance Procedure, and Allegations of Misconduct

## 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.**

2:260-AP2, Nondiscrimination Coordinator and Complaint Manager  
2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited – **NEW**  
2:270-AP, Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin – **NEW**

5:10, Equal Employment Opportunity and Minority Recruitment – **REFORMATTED**  
5:20, Workplace Harassment Prohibited  
5:100, Staff Development Program – **REWRITTEN**  
7:10, Equal Educational Opportunities  
7:20, Harassment of Students Prohibited  
7:20-AP, Harassment of Students Prohibited  
7:190-E2, Student Handbook Checklist

## School Violence Prevention

Sample policy 4:190, *Targeted School Violence Prevention Program*, and its suite of accompanying administrative procedures and exhibits regarding school threat assessment teams are adapted from the nationally recognized resource *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, provided by the Virginia Dept. of Criminal Justice Services and Virginia Center for School and Campus Safety. The fifth edition of this resource was published in July 2023, and the 4:190 policy suite has been updated to incorporate it. Where updates and editing were extensive, the material has been labeled as **REWRITTEN**.

The following **PRESS** materials are updated:

4:190, Targeted School Violence Prevention Program

4:190-AP1, Targeted School Violence Prevention Program  
4:190-AP1, E1, Targeted School Violence Prevention Program Resources – **REWRITTEN**  
4:190-AP2, Threat Assessment Team (TAT) – **REWRITTEN**  
4:190-AP2, E1, Principles of Threat Assessment – **REWRITTEN**  
4:190-AP2, E2, Threat Assessment Documentation  
4:190-AP2, E3, Threat Assessment Key Areas and Questions; Examples – **REWRITTEN**  
4:190-AP2, E4, Responding to Types of Threats  
4:190-AP2, E5, Threat Assessment Case Management Strategies – **REWRITTEN**  
4:190-AP2, E6, Targeted School Violence Prevention and Threat Assessment Education

## Veto Session

The General Assembly passed trailer legislation in its Veto Session last fall to clarify bills passed last spring. P.A. 103-564 aligned the start of all new instruction related to Native American history and experience to the 2024-2025 school year and requires the Ill. State Board of Education to make certain instructional resources available on its website by

7-1-24. Additionally, P.A. 103-567 requires safety education to include water safety instruction.

The following **PRESS** materials are updated:

6:60, Curriculum Content  
6:60-AP1, Comprehensive Health Education Program

## Title Changes Only in Anticipation of Title IX Rulemaking

The U.S. Department of Education is expected to release final Title IX regulations within the next few months. It is expected that the scope of the updated regulations will be expanded to apply to all sex discrimination allegations, not merely to allegations of sexual harassment (as current regulations do). In anticipation of these regulatory changes, and to make titles within the **PRM** more timeless in the face of changing federal administrations, the titles of **PRM** materials related to Title IX, in the 2:265 policy suite, are updated to delete the term *sexual harassment*, as follows:

2:265, Title IX ~~Sexual Harassment~~ Grievance Procedure – **RENAMED**  
2:265-AP1, Title IX ~~Sexual Harassment~~ Response – **RENAMED**  
2:265-AP2, Formal Title IX ~~Sexual Harassment~~ Complaint Grievance Process – **RENAMED**  
2:265-E, Title IX ~~Sexual Harassment~~ Glossary of Terms – **RENAMED**

In addition, text in the following **PRESS** materials reference the 2:265 suite by name, and are included in this **PRESS** issue solely to update the titles to those materials:

2:150-AP, Superintendent Committees  
4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors  
5:90-AP1, Coordination with Children’s Advocacy Center  
5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest  
7:185, Teen Dating Violence Prohibited

Please note that because these materials only contain suite 2:265 title changes and have not undergone a substantive review for this issue, the month and year indicated in the upper left-hand corner of each document is not updated to March 2024.

## Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule, and/or continuous improvement changes, including subscriber feedback.

The following **PRESS** materials are updated:

4:170-AP2, E6, Letter to Parents/Guardians About Safe Firearm Storage – **NEW**

5:10-AP, Workplace Accommodations for Nursing Mothers  
5:300, Schedules and Employment Year

6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities

7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students

## PRM Five-Year Reviews

**PRESS** Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRM** occurs once every five years. The **PRM** contains approximately 462 separate pieces of material, including policies, administrative procedures, and safety related exhibits.

The following **PRESS** material is updated in response to a five-year review:

2:40, Board Member Qualifications  
2:60, Board Member Removal from Office  
2:140, Communications To and From the Board  
2:140-E, Guidance for Board Member Communications, Including Email Use  
2:170-AP, Qualification Based Selection  
2:250-E1, Written Request for District Public Records  
4:20, Fund Balances  
4:45-AP1, Insufficient Fund Checks  
4:45-E1, Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller (IOC)  
4:45-E2, Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge  
4:55-AP, Controls for the Use of District Credit and Procurement Cards  
4:110-AP1, School Bus Post-Accident Checklist  
4:110-AP3, School Bus Safety Rules

4:110-E, Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses

4:170-AP2, E1, Letter to Parents/Guardians Regarding Student Safety

4:170-AP2, E2, Letter to Parents/Guardians Regarding the Dangers of Underage Drinking

4:170-AP2, E3, Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers

4:170-AP2, E4, Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting

4:170-AP6, Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED

4:170-AP6, E2, Notification to Staff and Parents/Guardians of CPR and AED Video

4:170-AP8, Movable Soccer Goal Safety

4:175-AP1, E1, Informing Parents/Guardians About Offender Community Notification Laws

6:185, Remote Educational Program

7:10-E, Equal Educational Opportunities Within the School Community

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.

## PRESS Issue 114 Trivia

298 PRM pages • 118,081 words • 70 PRM materials

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

| Topics   | Our Response  |
|--|---|
| <p><b>Final Title IX Regulations Expected Soon</b></p> <p>The U.S. Department of Education is expected to release final Title IX regulations in the next few months or later. These regulations would replace 2020 Title IX regulations and would require extensive updates to existing policies and procedures governing discrimination based on sex, including sexual harassment.</p>  | <p>Relevant <b>PRESS</b> materials, including sample policy 2:265, <i>Title IX Grievance Procedure</i>, and its accompanying materials will be substantively updated once the final regulations are issued.</p> |
| <p><b>Boards Need to Study and Decide Potential Opt-Out From College and Career Pathway Endorsement Requirement by 7-1-25</b></p> <p>105 ILCS 5/10-20.83, added by P.A. 102-917, will require boards to elect to implement College and Career Pathway Endorsements for grades 9 through 12 by 7-1-25, unless a board decides to opt out of all or part of the requirement by adopting a set of findings that considers six different factors. See <a href="https://ilga.gov/legislation/publicacts/fulltext.asp?Name=102-0917">https://ilga.gov/legislation/publicacts/fulltext.asp?Name=102-0917</a>.</p> | <p>Relevant <b>PRESS</b> materials, including sample policy 6:60, <i>Curriculum Content</i>, will be updated in the legislative <b>PRESS</b> issue released in the fall.</p>                                    |



Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

**NEW.** This material is brand new to the **PRM**.

**RENUMBERED.** This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

**RENAMED.** The title of the material has been amended.

**REWRITTEN.** The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

**REFORMATTED.** Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

## Revisions to Policies, Administrative Procedures, and Exhibits

| Number and Title   | Revision Descriptions  |
|--|--|
| 2:40, Board Member Qualifications  | The policy is updated for continuous improvement. The Cross References and footnotes are updated in response to a five-year review. <input type="checkbox"/>   |
| 2:60, Board Member Removal from Office   | The policy is unchanged. The footnotes are updated in response to a five-year review. <input type="checkbox"/>   |
| 2:140, Communications To and From the Board  | The policy is unchanged. The footnotes are updated in response to a five-year review. <input type="checkbox"/>   |
| 2:140-E, Guidance for Board Member Communications, Including Email Use                     | The exhibit is updated in response to a five-year review. <input type="checkbox"/>   |
| 2:150-AP, Superintendent Committees  | The procedure is solely updated to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , in anticipation of Title IX rulemaking. <input type="checkbox"/>   |
| 2:170-AP, Qualification Based Selection  | The procedure is updated in response to a five-year review. <input type="checkbox"/>   |
| 2:250-E1, Written Request for District Public Records                                      | The exhibit is updated in response to a five-year review. <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:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a district to web-post its policy (or policies) that prohibit discrimination and harassment based on race, color, and national origin, as well as retaliation;</li> <li>2. 105 ILCS 5/2-3.163(c), amended by P.A. 103-504, requiring a district to web-post the name(s) of designated Prioritization of Urgency of Need for Services (PUNS)-trained employee(s) in each school;</li> <li>3. Title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, in anticipation of Title IX rulemaking; and</li> <li>4. Continuous improvement.</li> </ol> <input type="checkbox"/> |

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

|   |   |                          |
|---|---|--------------------------|
| 2:260, Uniform Grievance Procedure  | The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a district to have an internal process for the filing of complaints regarding discrimination and harassment based on race, color, and national origin. The policy and footnotes are also updated to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , in anticipation of Title IX rulemaking, and for continuous improvement. Continuous improvement changes are also made to the Legal References and footnotes. The Cross References are updated to include new policy 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i> , and to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . | <input type="checkbox"/> |
| 2:260-AP1, Guidelines for Investigating Complaints Filed Under Policy 2:260, Uniform Grievance Procedure, and Allegations of Misconduct | The procedure is updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a district to have procedures for responding to complaints of discrimination and harassment based on race, color, and national origin, and retaliation, and for continuous improvement.  | <input type="checkbox"/> |
| 2:260-AP2, Nondiscrimination Coordinator and Complaint Manager  | The procedure is updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation;</li> <li>2. Titles changes to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, 2:265-AP1, <i>Title IX Sexual Harassment-Response</i>, and 2:265-AP1, <i>Title IX Sexual Harassment-Response</i>, in anticipation of Title IX rulemaking; and</li> <li>3. Continuous improvement.</li> </ol>  | <input type="checkbox"/> |
| 2:265, Title IX Sexual Harassment Grievance Procedure   | <b>RENAMED.</b> The policy title only is changed to delete the term <i>sexual harassment</i> in anticipation of Title IX rulemaking.  | <input type="checkbox"/> |
| 2:265-AP1, Title IX Sexual Harassment Response  | <b>RENAMED.</b> The procedure title only is changed for the reason stated in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above.  | <input type="checkbox"/> |
| 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process  | <b>RENAMED.</b> The procedure title only is changed for the reason stated in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above.  | <input type="checkbox"/> |
| 2:265-E, Title IX Sexual Harassment Glossary of Terms   | <b>RENAMED.</b> The exhibit title only is changed for the reason stated in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above.  | <input type="checkbox"/> |
| 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited  | <b>NEW.</b> The policy is created in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation.   | <input type="checkbox"/> |
| 2:270-AP, Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin     | <b>NEW.</b> The procedure is created in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a district to have procedures for responding to complaints of discrimination and harassment based on race, color, and national origin, and retaliation.  | <input type="checkbox"/> |
| 4:20, Fund Balances   | The policy is unchanged. The footnotes are updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:45-AP1, Insufficient Fund Checks  | The procedure is updated in response to a five-year review.   | <input type="checkbox"/> |

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

|  |   |                          |
|--|---|--------------------------|
| 4:45-E1, Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller (IOC)         | The exhibit is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:45-E2, Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge                      | The exhibit is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:55-AP, Controls for the Use of District Credit and Procurement Cards   | The procedure is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:110-AP1, School Bus Post-Accident Checklist  | The procedure is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:110-AP3, School Bus Safety Rules   | The procedure is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:110-E, Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses | The exhibit is unchanged in response to a five-year review.   | <input type="checkbox"/> |
| 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors   | The policy and Cross References are solely updated to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , in anticipation of Title IX rulemaking.    | <input type="checkbox"/> |
| 4:170-AP2, E1, Letter to Parents/Guardians Regarding Student Safety  | The exhibit is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:170-AP2, E2, Letter to Parents/Guardians Regarding the Dangers of Underage Drinking                                | The exhibit is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:170-AP2, E3, Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers                               | The exhibit is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:170-AP2, E4, Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting                       | The exhibit is updated in response to a five-year review.   | <input type="checkbox"/> |
| 4:170-AP2, E6, Letter to Parents/Guardians About Safe Firearm Storage  | <b>NEW.</b> The optional exhibit is created based on a template recently developed by the U.S. Dept. of Education's Readiness and Emergency Management for Schools Technical Assistance Center. | <input type="checkbox"/> |



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

|  |  |                          |
|--|--|--------------------------|
| 4:170-AP6, Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED | The procedure is updated in response to a five-year review.  | <input type="checkbox"/> |
| 4:170-AP6, E2, Notification to Staff and Parents/Guardians of CPR and AED Video                  | The exhibit is updated in response to a five-year review.  | <input type="checkbox"/> |
| 4:170-AP8, Movable Soccer Goal Safety  | The procedure is updated in response to a five-year review.  | <input type="checkbox"/> |
| 4:175-AP1, E1, Informing Parents/Guardians About Offender Community Notification Laws            | The exhibit is updated in response to a five-year review.  | <input type="checkbox"/> |
| 4:190, Targeted School Violence Prevention Program   | The policy and footnotes are updated in response to <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> , Fifth Edition (July 2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: <a href="http://www.dcps.virginia.gov/sites/dcps.virginia.gov/files/k-12_threat_assessment_management_mppg_mpd.pdf">www.dcps.virginia.gov/sites/dcps.virginia.gov/files/k-12_threat_assessment_management_mppg_mpd.pdf</a> . | <input type="checkbox"/> |
| 4:190-AP1, Targeted School Violence Prevention Program   | The procedure is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |
| 4:190-AP1, E1, Targeted School Violence Prevention Program Resources                             | <b>REWRITTEN.</b> The exhibit is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |
| 4:190-AP2, Threat Assessment Team (TAT)  | <b>REWRITTEN.</b> The procedure is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |
| 4:190-AP2, E1, Principles of Threat Assessment   | <b>REWRITTEN.</b> The exhibit is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |
| 4:190-AP2, E2, Threat Assessment Documentation   | The exhibit is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |
| 4:190-AP2, E3, Threat Assessment Key Areas and Questions; Examples                               | <b>REWRITTEN.</b> The exhibit is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |
| 4:190-AP2, E4, Responding to Types of Threats  | The exhibit is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |
| 4:190-AP2, E5, Threat Assessment Case Management Strategies                                      | <b>REWRITTEN.</b> The exhibit is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |
| 4:190-AP2, E6, Targeted School Violence Prevention and Threat Assessment Education               | The exhibit is updated for the reason stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.   | <input type="checkbox"/> |

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

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|--|---|--------------------------|
| <p>5:10, Equal Employment Opportunity and Minority Recruitment</p> | <p><b>REFORMATTED.</b> The policy, Legal References, Cross References, and footnotes are updated. The policy is updated for the reason stated in 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>, above. The Legal References and footnotes are also updated in response to:</p> <ol style="list-style-type: none"> <li>1. Pregnant Worker Fairness Act, 42 U.S.C. §2000gg <i>et seq.</i>, added by Pub.L. 117-328, the Fair Labor Standards Act;</li> <li>2. Fair Labor Standards Act (FLSA), 29 U.S.C. §218d, added by Pub.L. 117-328, requiring employers to provide reasonable break time for nursing employees to express breast milk; and</li> <li>3. Continuous improvement.</li> </ol> <p>The footnotes are further updated in response to the Gender Violence Act, 740 ILCS 82/11, added by P.A. 103-202, imposing liability on employers for gender-related violence in the workplace under limited circumstances, and <i>Groff v. DeJoy</i>, 600 U.S. 447 (2023), a U.S. Supreme Court case addressing an employer’s obligation to reasonably accommodate an employee’s religious practices.</p> <p>The Cross References are updated to include new policy 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>, and to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, in anticipation of Title IX rulemaking.</p> | <input type="checkbox"/> |
| <p>5:10-AP, Workplace Accommodations for Nursing Mothers</p>       | <p>The procedure is updated in response to FLSA, 29 U.S.C. §218d, added by Pub. L. 117-328, requiring employers to provide reasonable break time for nursing employees to express breast milk.</p>  | <input type="checkbox"/> |
| <p>5:20, Workplace Harassment Prohibited</p>                       | <p>The policy, Cross References, and footnotes are updated. The policy is updated for the reason stated in 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>, above, and to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, in anticipation of Title IX rulemaking. The Cross References are updated to include new policy 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>, and to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, in anticipation of Title IX rulemaking. The footnotes are updated for continuous improvement.</p>  | <input type="checkbox"/> |
| <p>5:90-AP1, Coordination with Children’s Advocacy Center</p>      | <p>The procedure is solely updated to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, in anticipation of Title IX rulemaking.</p>   | <input type="checkbox"/> |

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

|   |   |                          |
|---|---|--------------------------|
| 5:100, Staff Development Program  | <p><b>REWRITTEN.</b> The policy, Legal References, Cross References, Administrative Procedure references, and footnotes are updated. The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 7-1-24, streamlining school staff training requirements into eight distinct categories;</li> <li>775 ILCS 5/5A-103, added by P.A. 103-472, eff. 8-1-24, requiring all employees be trained on the prevention of discrimination and harassment based on race, color, and national origin; and</li> <li>Subscriber feedback, to include a new default subheading, <b>Additional Training Requirements</b>, listing training required by State and/or federal law that is not required to be specified in policy. Boards that choose not to list these additional trainings may delete this subheading.</li> </ol> <p>The Legal References are updated to include 105 ILCS/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, for the reason stated above.</p> <p>The Cross References are updated to include new policy 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>, and to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>.</p> <p>The Administrative Procedure references are updated to include new administrative procedure 2:270-AP, <i>Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin</i>, and to incorporate title changes to 2:265-AP1, <i>Title IX Sexual Harassment Response</i>, and 2:265-AP2, <i>Formal Title IX Sexual Harassment Complaint Grievance Process</i>, in anticipation of Title IX rulemaking.</p> | <input type="checkbox"/> |
| 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest  | The policy, footnotes, and Cross References are solely updated to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , in anticipation of Title IX rulemaking.  | <input type="checkbox"/> |
| 5:300, Schedules and Employment Year  | The Legal References, Cross References, and footnotes are updated. The Legal References and footnotes are updated for the reason stated in 5:10-AP, <i>Workplace Accommodations for Nursing Mothers</i> , above. Other continuous improvement updates are made to the footnotes. 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i> , is added to the Cross References.   | <input type="checkbox"/> |
| 6:60, Curriculum Content  | The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-21 and 105 ILCS 5/27-20.3, amended by P.A. 103-564, requiring ISBE to make certain instructional materials available on its website regarding Native American history and experience by 7-1-24, and for continuous improvement.   | <input type="checkbox"/> |
| 6:60-AP1, Comprehensive Health Education Program  | The procedure is updated in response to 105 ILCS 5/27-17, amended by P.A. 103-457, mandating water safety instruction for students in pre-K through grade 6 as part of safety education, and for continuous improvement.  | <input type="checkbox"/> |
| 6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities | This procedure is updated to solely consist of the location of the district's special education procedures and to move the description of available resources to footnote 1.  | <input type="checkbox"/> |
| 6:185, Remote Educational Program   | The policy is unchanged. The footnotes are updated in response to a five-year review.   | <input type="checkbox"/> |

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

|  |   |                          |
|--|---|--------------------------|
| 7:10, Equal Educational Opportunities  | The policy, Legal References, Cross References, and footnotes are updated. The policy and footnotes are updated for the reason stated in 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i> . The Legal References and footnotes are also updated for continuous improvement, and the footnotes are further updated to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . The Cross References are updated to include new policy 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i> , and to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , in anticipation of Title IX rulemaking.   | <input type="checkbox"/> |
| 7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students | The procedure is updated in response to: <ol style="list-style-type: none"> <li>1. <i>A.C. v. Metropolitan Sch. Dist. of Martinsville</i>, 45 F.4th 760 (7th Cir. 2023), holding that a school’s refusal to allow a transgender student access to the bathroom that aligns with his gender identity violates Title IX;</li> <li>2. Title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, in anticipation of Title IX rulemaking; and</li> <li>3. Continuous improvement.</li> </ol>   | <input type="checkbox"/> |
| 7:10-E, Equal Educational Opportunities Within the School Community              | The exhibit is updated in response to a five-year review.   | <input type="checkbox"/> |
| 7:20, Harassment of Students Prohibited  | The policy, Legal References, Cross References, and footnotes are updated. The policy is updated for the reason stated in 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i> , above, and in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying; and</li> <li>2. Title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, in anticipation of Title IX rulemaking.</li> </ol> <p>The Legal References are updated for continuous improvement. The footnotes are updated for the same reasons as the policy, to incorporate the title changes to 2:265-E, <i>Title IX Sexual Harassment Glossary of Terms</i>, 2:265-AP1, <i>Title IX Sexual Harassment Response</i>, and 2:265-AP2, <i>Formal Title IX Sexual Harassment Complaint Grievance Process</i>, in anticipation of Title IX rulemaking, and for continuous improvement. New policy 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>, is added to the Cross References.</p> | <input type="checkbox"/> |
| 7:20-AP, Harassment of Students Prohibited                                       | The procedure is updated for the reason stated in 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i> , above, and to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , in anticipation of Title IX rulemaking.  | <input type="checkbox"/> |
| 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment      | The policy and footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-23.7, amended by P.A. 103-47, to include additional bases for bullying, require data collection by districts, and require notification within 24 hours to the parents/guardians of students involved in bullying incidents; and</li> <li>2. New policy 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>.</li> </ol> <p>The Cross References are updated to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, in anticipation of Title IX rulemaking, and new policy 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>.</p>  | <input type="checkbox"/> |
| 7:180-AP1, Prevention, Identification, Investigation, and Response to Bullying   | The procedure is updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, to require notification within 24 hours to the parents/guardians of students involved in bullying incidents, and for continuous improvement.  | <input type="checkbox"/> |

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

|   |  |                          |
|---|--|--------------------------|
| 7:180-AP1, E1, Resource Guide for Bullying Prevention | The exhibit is updated to include a link to ISBE’s model policy for bullying prevention and for continuous improvement.  | <input type="checkbox"/> |
| 7:180-AP1, E5, Report Form for Bullying               | The exhibit is updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, to include additional bases for bullying.  | <input type="checkbox"/> |
| 7:180-AP1, E7, Response to Bullying                   | The exhibit is updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, to require notification within 24 hours to the parents/guardians of students involved in bullying incidents.   | <input type="checkbox"/> |
| 7:185, Teen Dating Violence Prohibited                | The policy and Cross References are solely updated to incorporate the title change to 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , in anticipation of Title IX rulemaking.   | <input type="checkbox"/> |
| 7:190-E2, Student Handbook Checklist                  | <p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/2-3.163(c), amended by P.A. 103-504, requiring districts to list in student handbook(s) the names of employees trained on the Prioritization of Urgency of Need for Services (PUNS) database in each school;</li> <li>2. 105 ILCS 5/22-95(b)(3) (final citation pending), requiring a board’s policy prohibiting discrimination and harassment based on race, color, and national origin, and retaliation be included in student handbook(s), along with an accessible and age-appropriate summary of the policy;</li> <li>3. 105 ILCS 5/2-3.188, added by P.A. 102-676, requiring districts to notify parents/guardians at the beginning of the school year of the availability of ISBE’s resource guide on sexual abuse response and prevention; and</li> <li>4. Continuous improvement.</li> </ol> | <input type="checkbox"/> |





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