Illinois Association of School Boards

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

PRESS *Plus*
Policy Reference Education Subscription Service

Online User Guide

pressplus@iasb.com

July 2023

The vision of the Illinois Association of School Boards is excellence in local school board governance supporting quality public education.

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Comparing PRESS Plus to other online policy services

Using your PRESS Plus Online Site

General Information
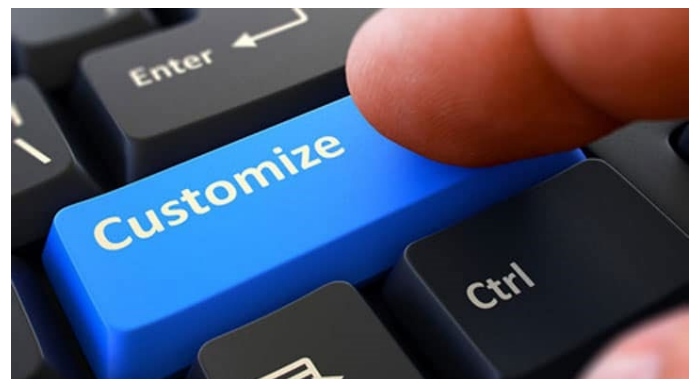
PRESS vs. PRESS Plus

- A policy and procedures information and update service.
- Provides access to a **sample** Policy Reference Manual that includes footnoted policies, administrative procedures, and exhibits.
- Provides access to Committee worksheets showing strikethrough and underlined changes to the **sample** material, which are available for download at **PRESS** Online, accessed through Member Login at iasb.com. **PRESS Plus** subscribers should not use the **PRESS** Committee Worksheets to update the district's Board Policy Manual.

- A full-maintenance, **customized** updating service for the Board Policy Manual.
- Provides **customized** Draft Updates based on **PRESS** that apply to the district's adopted policy manual, which includes policies and Board exhibits. The customized Draft Updates are available for download at the subscribing district's unique policy manual URL, accessed with the username and password IASB provides.

PRESS vs. PRESS Plus

PRESS Online
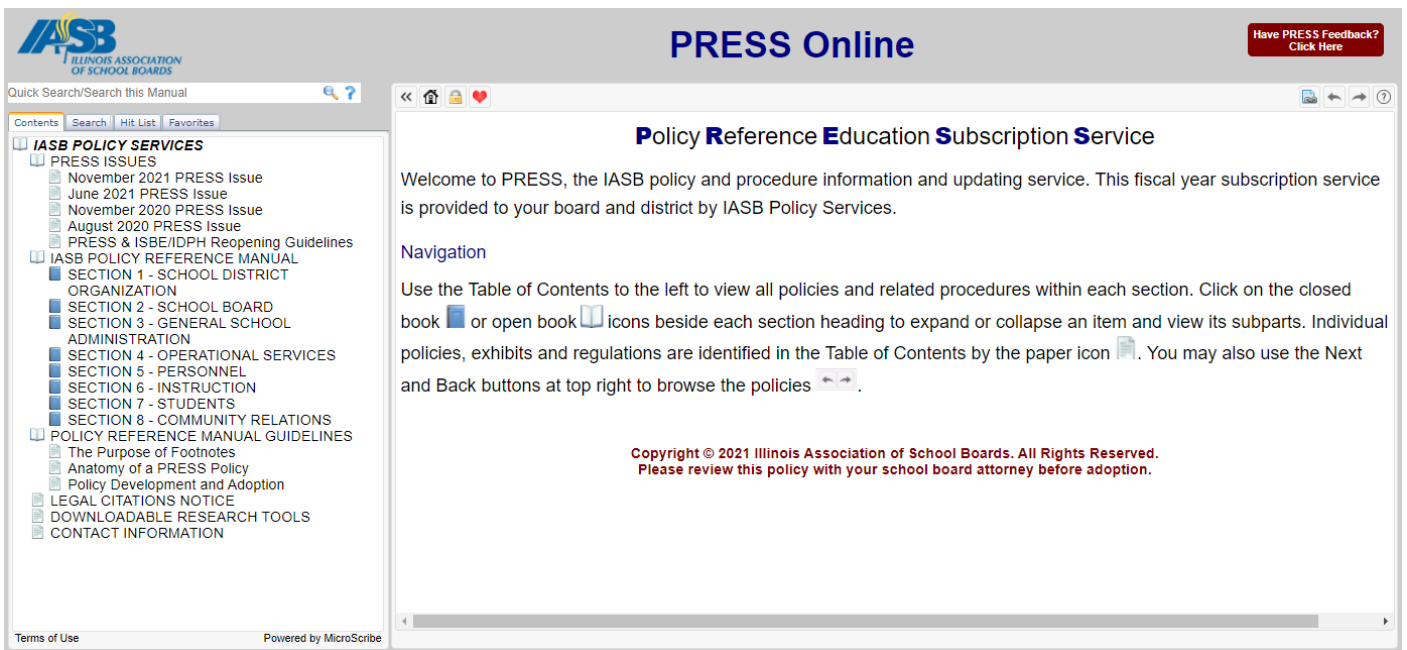
- The **PRESS** Update Memo can be downloaded at **PRESS** Online, shown above, by clicking a **PRESS** Issue in the upper left of the Table of Contents. As a **PRESS Plus** subscriber, the materials you see at your customized **PRESS Plus** Online Site, shown below, will NOT match exactly to the materials listed in the Update Memo. For more information about the differences, view the **PRESS/PRESS Plus** webinars available at www.iasb.com.

- **PRESS Plus** subscribers should not include the **PRESS** Committee Worksheets for Policies, above, in their Board packets. The policies and Board exhibits in the Documents currently under review list, below, should be downloaded for the Policy Committee and/or Board.

PRESS Plus Customized Online Site
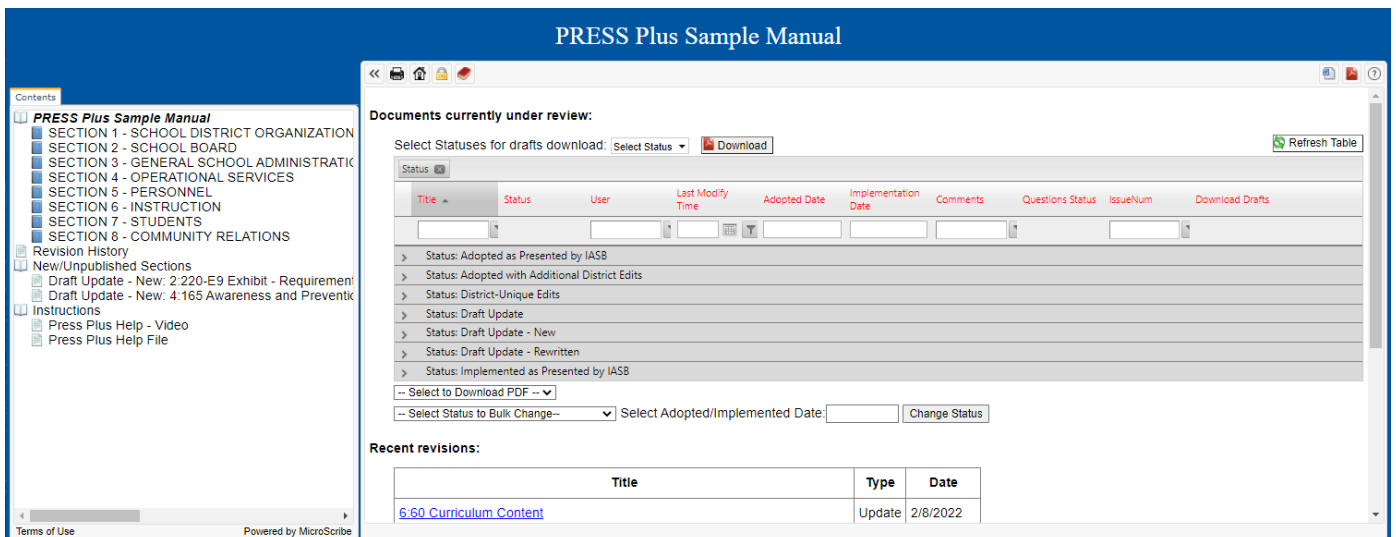
PRESS Plus vs. School Board Policies Online

PRESS *Plus*
Policy Reference Education Subscription Service

- Provides district users in the Superintendent's office password-protected access to the board-adopted manual and pending draft updates with customized suggested changes based on **PRESS** updates.

- The district communicates board action through the site in order to keep the manual up to date.

- The full board-adopted policy manual can be downloaded as a single PDF.

School Board Policies Online

- Web-publishes the district's board-adopted manual at a link that can be placed on the district's website.

- The manual is searchable by anyone who visits the link.

- Legal References and Cross References are hyperlinked.

- A username and password provide multi-district searching and access to revision history and archiving of previous versions of policies.

PRESS Plus vs. School Board Policies Online

PRESS Plus only:
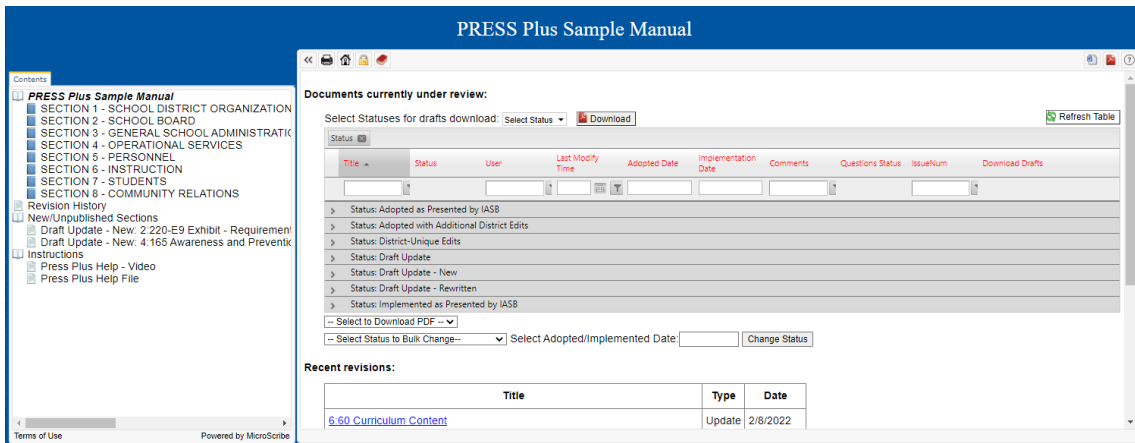
PRESS Plus and School Board Policies Online (logged into PRESS Plus):

Additional Features

School Board Policies Online Only (public view):

Logging In

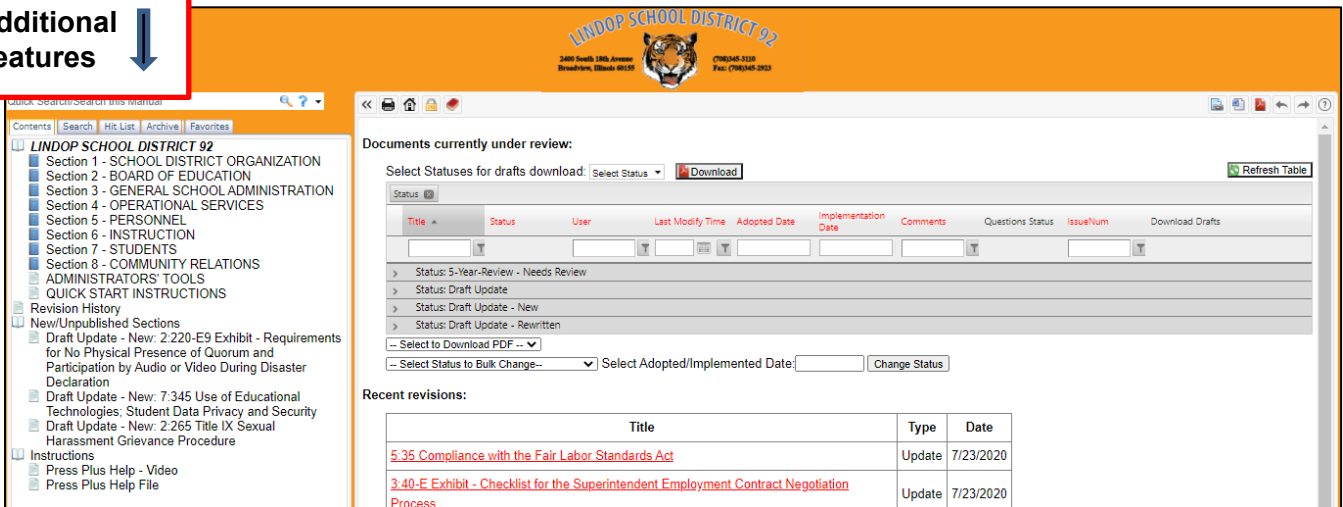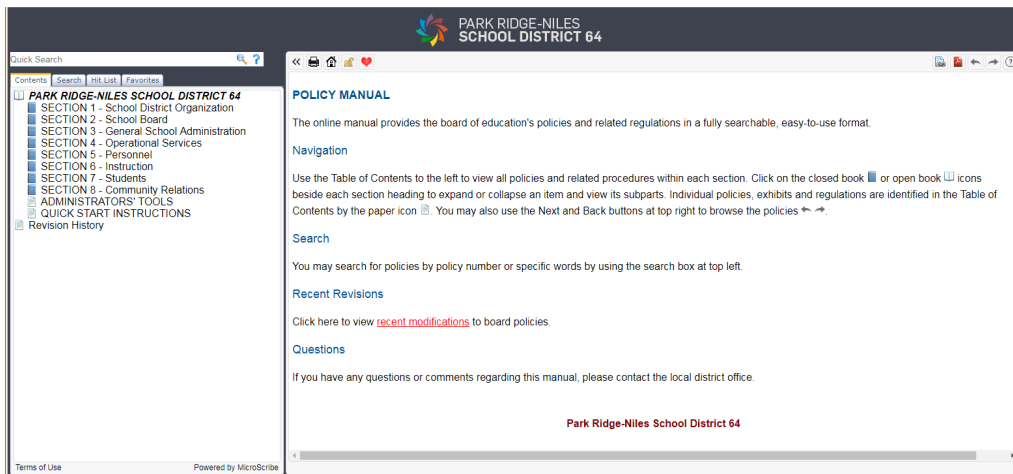If you are a PRESS Plus Subscriber working in the Superintendent's office, you should have received an email with your district's individual URL to access your unique PRESS Plus site with your district's policy manual and pending draft updates. The email also contained your unique username and password.

This site is for those in the Superintendent's office who correspond with IASB regarding draft updates and adopted changes.

If this applies to you and you have not received a URL, username and password, please contact pressplus@iasb.com.

If you subscribe to **PRESS Plus**, the URL will bring you to the login screen to enter your username and password.

If you subscribe to both SBPOL and **PRESS Plus**, the URL will bring you to the district's public view. Click the open padlock between the Home and Heart icons to log in to the district's PRESS Plus dashboard.
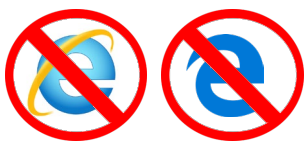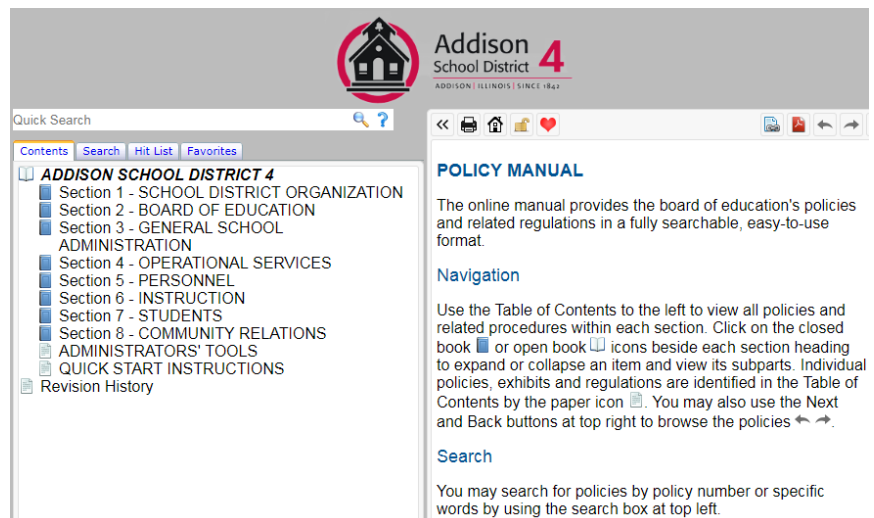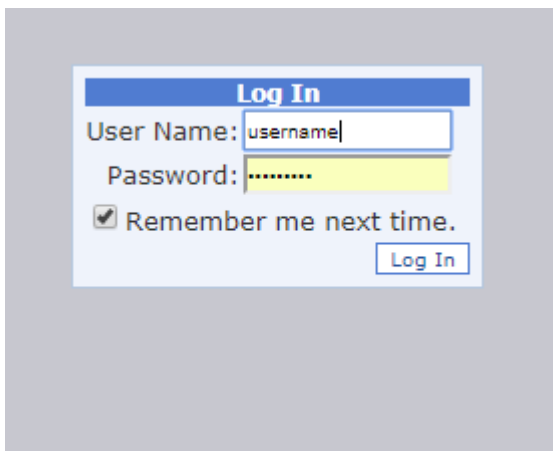
NOTE: The PRESS Plus Online site is **not** currently compatible with Internet Explorer or Microsoft Edge browsers.

PRESS Plus District Dashboard

1. **Contents:** Table of Contents. Clicking on a closed Blue Book icon will expand a section to reveal each policy in that section. Clicking on a closed Blue Book icon next to a policy name will expand to reveal that policy's Board exhibits.

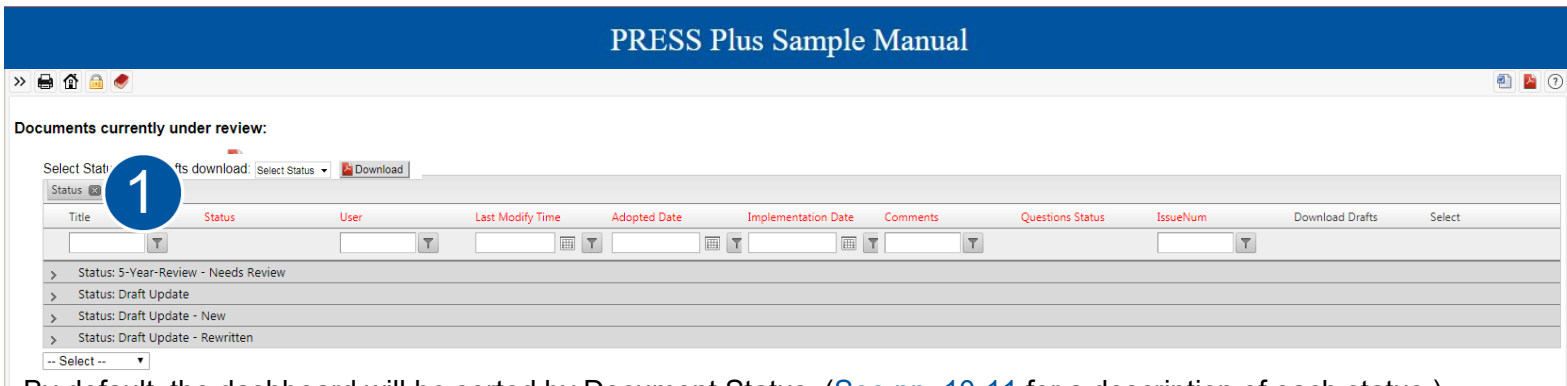2. **Log In/Out**

3. **Export PDF Document of Book:** Downloads a PDF of the full board-adopted policy manual, not including any currently pending draft material. (Policies with pending drafts will reflect the most recently adopted version in the full book PDF download.)

4. **Help:** Link to this PDF PRESS Plus Online User Guide, which is also available at www.iasb.com/policy.

5. **Documents Currently Under Review:** A list of all policies and Board exhibits that have currently pending drafts. Documents can be placed here by either IASB or the district, and they will remain here until they are finalized by IASB and published into the district's Table of Contents as the current version. At that time, the document will move to the **Recent revisions** table, below. The **Documents currently under review** list defaults to being sorted by Status, but can be sorted and filtered. (.)

6. **Download drafts:** Use the dropdown to the left of the PDF download icon to select All or limited status types to download in a combined PDF. (for a description of each status.)

7. **Select – Download PDF:** Choose "Download PDF" from this dropdown menu to download draft versions of just those policies that you have selected with the checkboxes in the right-hand column.

8. **New/Unpublished Sections:** Pending Drafts for new policies that have not yet been adopted into the Policy Manual will be listed here.

9. **Bulk Status Change:** Use this to select a Save Status and Adoption Date that apply to multiple polices. (for more information.)

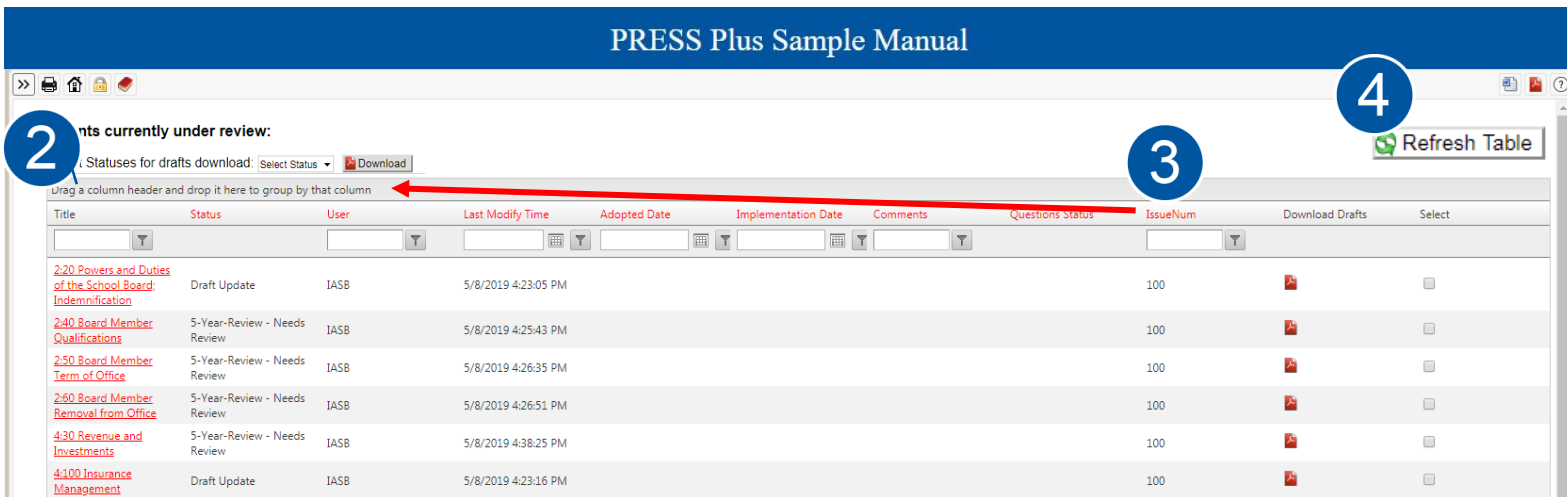10. **Recent Revisions:** A list of policies most recently updated and finalized.

Sorting and Filtering the Dashboard

PRESS Plus Sample Manual

[1] Documents currently under review:

Select Statuses for drafts download: Select Status ▾ [Download]

Status ☒

Title	Status	User	Last Modify Time	Adopted Date	Implementation Date	Comments	Questions Status	IssueNum	Download Drafts	Select

> Status: 5-Year-Review - Needs Review
> Status: Draft Update
> Status: Draft Update - New
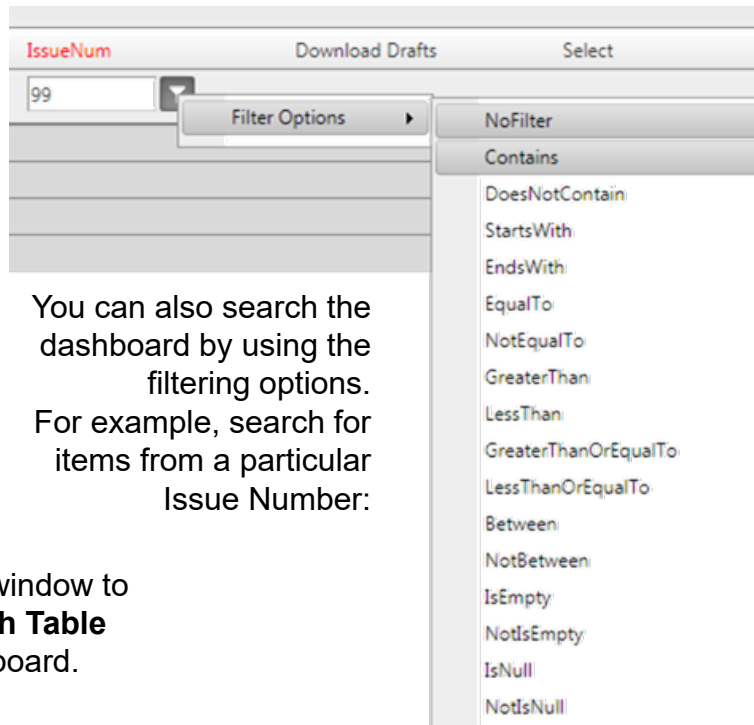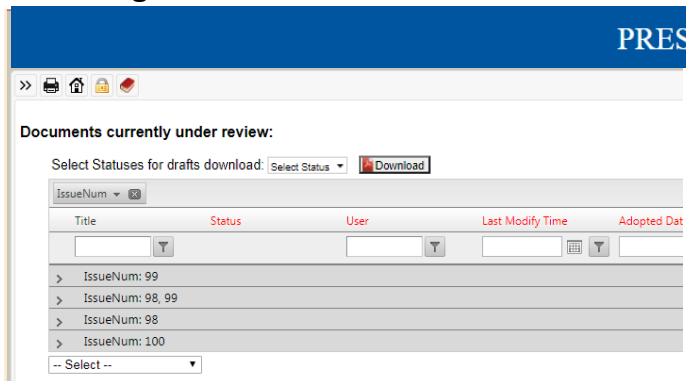> Status: Draft Update - Rewritten

-- Select -- ▾

By default, the dashboard will be sorted by Document Status. (See pp. 10-11 for a description of each status.)

To see all pending documents in one list, click the x next to Status. [1]

Unsorted dashboard:

PRESS Plus Sample Manual

[4] [Refresh Table]

[2] Documents currently under review:

Select Statuses for drafts download: Select Status ▾ [Download]

Drag a column header and drop it here to group by that column [3]

Title	Status	User	Last Modify Time	Adopted Date	Implementation Date	Comments	Questions Status	IssueNum	Download Drafts	Select
2:20 Powers and Duties of the School Board: Indemnification	Draft Update	IASB	5/8/2019 4:23:05 PM					100	📄	☐
2:40 Board Member Qualifications	5-Year-Review - Needs Review	IASB	5/8/2019 4:25:43 PM					100	📄	☐
2:50 Board Member Term of Office	5-Year-Review - Needs Review	IASB	5/8/2019 4:26:35 PM					100	📄	☐
2:60 Board Member Removal from Office	5-Year-Review - Needs Review	IASB	5/8/2019 4:26:51 PM					100	📄	☐
4:30 Revenue and Investments	5-Year-Review - Needs Review	IASB	5/8/2019 4:38:25 PM					100	📄	☐
4:100 Insurance Management	Draft Update	IASB	5/8/2019 4:23:16 PM					100	📄	☐

To sort the dashboard in a different way, drag a column header to the top row [2], such as IssueNum [3] to sort by pending PRESS Plus Issue. **Dashboard sorted by Pending PRESS Plus Issue Number:**

PRES

Documents currently under review:

Select Statuses for drafts download: Select Status ▾ [Download]

IssueNum ▾ ☒

Title	Status	User	Last Modify Time	Adopted Dat

> IssueNum: 99
> IssueNum: 98, 99
> IssueNum: 98
> IssueNum: 100

-- Select -- ▾

IssueNum	Download Drafts	Select
99 ▾		

Filter Options ▶

- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan
- GreaterThanOrEqualTo
- LessThanOrEqualTo
- Between
- NotBetween
- IsEmpty
- NotIsEmpty
- IsNull
- NotIsNull

You can also search the dashboard by using the filtering options. For example, search for items from a particular Issue Number:

When you click on a policy name, it will open in a new window to enable the filtered list to remain intact. [4] Click **Refresh Table** to see newly saved changes on the home screen dashboard.

PRESS Plus Document Statuses

IASB staff will set the following statuses for a pending policy or board exhibit:

- **Draft Update:** A policy or board exhibit that is currently included in the board policy manual has pending, redlined edits for the board to consider.

- **Draft Update – Deleted:** IASB recommends deletion of the policy.

- **Draft Update – New**: A new policy or board exhibit, not previously included in the **PRESS** Policy Reference Manual, is pending for the board to consider.

- **Draft Update – New to District**: A new policy or board exhibit, not previously included in the district's adopted manual, is being presented for the board to consider adding.

- **Draft Update – Rewritten:** A policy or board exhibit currently in the board policy manual has changes that would be too complex to show with redlined edits. The changes are presented as a clean, "rewritten," document for the board to consider.

- **Review and Monitoring:** No changes have been suggested by IASB for these policies. They are suggested to be reviewed and monitored by the Board in accordance with policy 2:240, *Board Policy Development*.

- **In Progress by IASB:** IASB is currently editing the policy, either to add changes or finalize edits adopted by your Board.

- **Pending MSPI:** For SBPOL subscribers only, the policy is currently being edited to add hyperlinks for legal references and cross references.
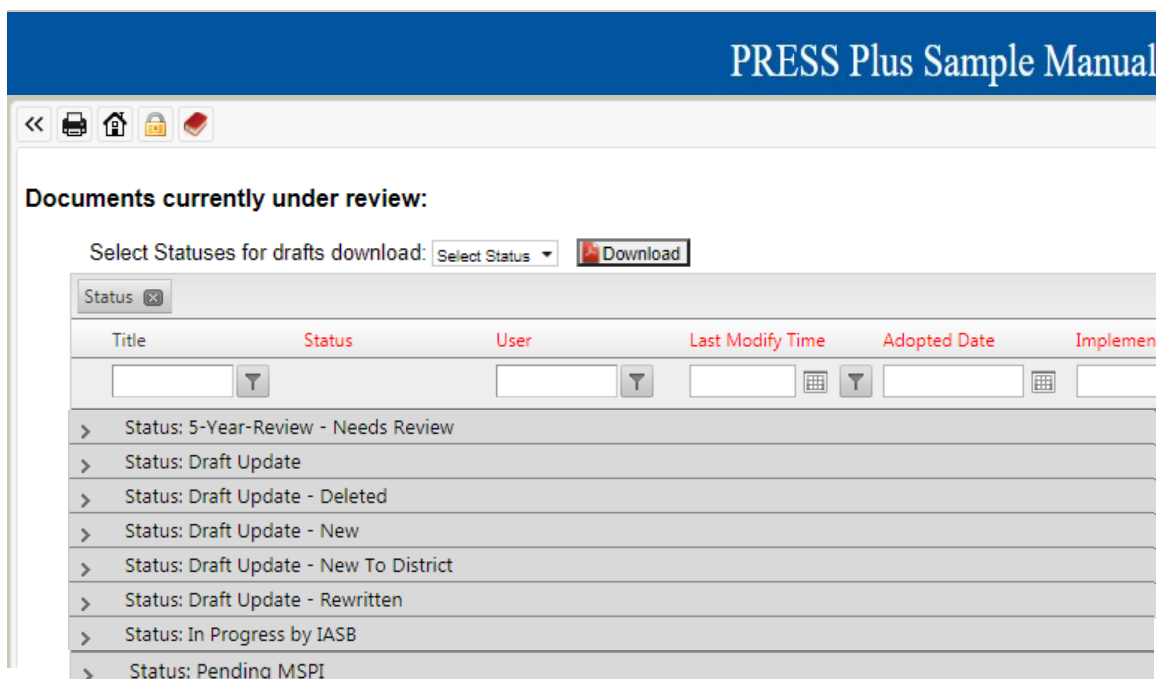
PRESS Plus Document Statuses

The District will set the following statuses (by changing the Save Status within Edit Mode – , or in bulk from the dashboard –) for a pending policy or board exhibit:

- **5-Year-Review – Not Reviewed, Leave Previous Date:** The board chose not to conduct the 5-Year-Review.

- **5-Year-Review – Reviewed, Change Date:** The board has reviewed the policy and did not make any changes.

- **5-Year-Review – Reviewed with District Changes:** The board has reviewed the policy and adopted additional changes.

- **Adopted as Presented by IASB:** The board chose to adopt the pending policy and accept the redlined changes presented by IASB.

- **Adopted with Additional District Edits**: The board chose to adopt the pending policy and accept the redlined changes presented by IASB, but with additional text added or removed. This does not include the changes made due to the answers to the Questions posed by IASB.

- **Board Exhibit Deleted:** The board chose to delete the board exhibit from the manual.

- **Update with District Edits:** The board has adopted changes to a policy that does not currently have any changes presented by IASB.

- **Update Date Only:** The board chose to keep the previously adopted version of the policy or exhibit, but they'd like the adoption/implementation date to be updated to the date of their review.

- **Implemented as Presented by IASB:** The board chose to date the pending

board exhibit for implementation, accepting the redlined changes presented by IASB.

- **Implemented with Additional District Edits:** The board chose to add or delete additional text and date the board exhibit for implementation.

- **Newly Adopted District Policy:** The board has adopted a new policy that was not presented by IASB.

- **Not Adopted:** The board chose to keep the previously adopted version of the policy and disregard the redlined changes presented by IASB. If the draft update was New or New to District, the board chose not to adopt the policy.

- **Not Implemented:** The board chose to keep the previous version of the board exhibit, or not to include it, if new.

- **Policy Deleted:** The board chose to delete the policy from the manual.

- **Reviewed – edits not adopted – update date:** The board chose to keep the previously adopted version of the policy and disregard the redline changes by IASB, but they'd like the adoption date to be updated to the date of their review.

- **District Use Only**: This status allows the district to save their own pending changes prior to final adoption/implementation by the board.

Downloading PRESS Plus Pending Drafts

There are several options for downloading your pending draft material for the Policy Committee and/or Board Packets. Use the dropdown to the left of the PDF download icon to select All or limited status types to download in a combined PDF. (See pp. 10-11 for a description of statuses.) Your computer will prompt you to save the PDF.

Documents currently under review:

Select Statuses for drafts download: Select Status ▾   📄 Download

Title	Status	User	Last Modify Time	Adopted Date	Implemen

> Status: 5-Year-Review - Needs Review

> Status: Draft Update

To download selected drafts, select the ones you need in the far right-hand column, then select Download PDF from the dropdown box under this section of the dashboard.

Title	Status	User	Last Modify Time	Adopted Date	Implementation Date	Comments	Questions Status	IssueNum	Download Drafts	Select
> Status: 5-Year-Review - Needs Review										
∨ Status: Draft Update										
2:20 Powers and Duties of the School Board; Indemnification	Draft Update	IASB	5/8/2019 4:23:05 PM					100	📄	☐
4:100 Insurance Management	Draft Update	IASB	5/8/2019 4:23:16 PM					100	📄	☐
4:110 Transportation	Draft Update	IASB	5/8/2019 4:23:28 PM					100	📄	☐
4:150 Facility Management and Building Programs	Draft Update	IASB	5/8/2019 4:23:41 PM					100	📄	☐
4:160 Environmental Quality of Buildings and Grounds	Draft Update	IASB	5/8/2019 4:23:54 PM					100	📄	☐
6:15 School Accountability	Draft Update	IASB	5/8/2019 4:24:40 PM					100	📄	☐
6:60 Curriculum Content	Draft Update	IASB	5/9/2019 10:04:48 AM				Answers required	98	📄	☑
7:270 Administering Medicines to Students	Draft Update	IASB	5/8/2019 4:36:17 PM				Answers required	99	📄	☑
5:330 Sick Days, Vacation, Holidays, and Leaves	Draft Update	IASB	5/8/2019 4:24:27 PM					100	📄	☐
> Status: Draft Update - Deleted										
> Status: Draft Update - New										
> Status: Draft Update - New To District										
> Status: Draft Update - Rewritten										

-- Select to Download PDF -- ▾
-- Select to Download PDF --
Download PDF

▾ Select Adopted/Implemented Date: [____] Change Status

Recent revisions:

You can also **download individual drafts** by clicking the PDF icon on the dashboard, or from inside Edit Mode. (See p. 14, number 9.)

Downloaded PRESS Plus Pending Drafts

1 District Name, Policy Section # and Section

2 Title

3 Current Document Status (see pp. 10-11)

4 **PRESS Plus Comment:** Labeled with numbers within the body of the policy. At the bottom of the policy, the Label will appear again with the comment text. **PRESS Plus Comments** explain the changes.

Questions will appear between the adoption date and the PRESS Plus Comments if the updates include options from the PRESS footnotes that the Board will need to consider. Districts are required to answer these questions in order to submit adopted updates.

The **Adoption Date** will be stricken, or may not appear at all, as this is a pending draft.

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1 PRESS Plus Sample Manual \ SECTION 7 - STUDENTS \

2 *Document Status: Draft Update*

STUDENTS

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sexual orientation, ancestry, age, physical or mental disability, gender identity, [4] status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5...

Administrative Implementation

The Superintendent shall appoint a ... Discrimination Coordinator, who also serves as the District's Title IX Coordinator. PRESSPlus1 **3** The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures. PRESSPlus2

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments of 1972; implemented by 34 C.F.R. Part 106.

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973.

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

7:10   Page 1 of 2

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105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.:   2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Questions and Answers:

4 ***Required Question 1.** Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

Does the Board want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy?

☐ No (default)
☐ Yes (IASB will replace "gender identity" with "gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression," add "or gender expression" to the first sentence under the Sex Equity subhead, and add the following sentence to that subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity." In addition, the list of protected classifications in policy 7:20 will be amended to replace "gender identity" with "gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth);"

PRESSPlus Comments

3 PRESSPlus 1. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus Question** in policy 2:260. **Issue 105, August 2020**

PRESSPlus 2. 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. **Issue 105, August 2020**

7:10   Page 2 of 2

Entering and Exiting Edit Mode
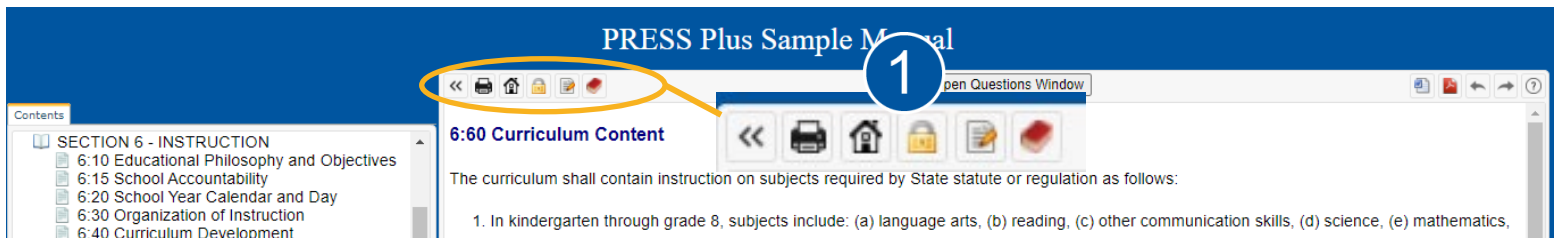
When you click on a policy title, whether from the Table of Contents or the Documents Currently Under Review list, it will display the most recently adopted version in the right-hand-side window. To view the pending draft, click the paper and pencil icon - (1) **Enter Edit Mode**.
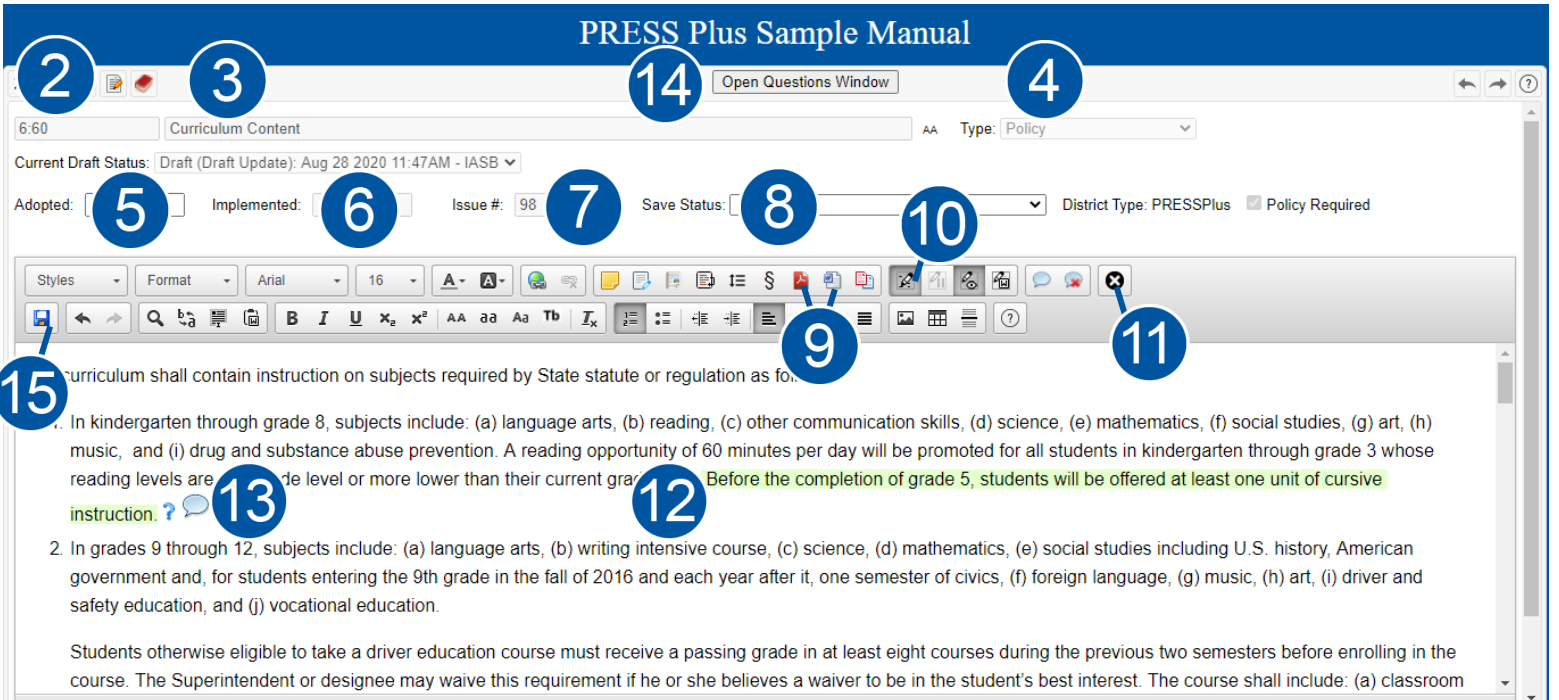
(2) **Policy/Exhibit Number**   (3) **Policy/Exhibit Title**

(4) **Type:** Will show as Policy, Exhibit, or Administrative Procedure. (It is not recommended to include Administrative Procedures in the Board Policy Manual.)

(5) **Adoption Date:** Entered for policies. A future date cannot be entered.

(6) **Date of Implementation:** Entered for Board exhibits, which are not formally adopted.

(7) **Issue #:** May list multiple numbers or CBA, if the edits are due to a review of the district's CBA.

(8) **Save Status** (see p. 11)

(9) **Download as a PDF or Word document, showing all proposed changes, comments, and questions.**

(10) **Track Changes:** Any edits adopted by the board will be automatically tracked and highlighted in blue.

(11) **Cancel:** Closes Edit Mode without saving changes.

(12) **Tracked Changes:** New text is green, stricken text is red, and edits entered by the district are blue.

(13) **PRESS Plus Comments:** Double-click the blue bubble to read the comment.

(14) **Open Questions Window:** Click to view and answer Questions. See also the **?** in the body of the policy.

(15) **Save:** After changing the Save Status (see #8), click save.

Exiting without saving or clicking cancel will cause the following error message to appear when attempting to re-enter edit mode for that policy: *This document is being edited by [username] since [date and time].* The policy will reset overnight, and you will be able to re-enter it the following morning. To re-enter the policy during business hours, call IASB at 217-528-9688 ext. 1200 or email pressplus@iasb.com.

Communicating Board Action

1 When in Edit Mode, placing your cursor in the Adopted box will bring up a calendar to select a date. You can move to a previous month if necessary, but you cannot select a future date.

2 Next, select the appropriate **Save Status** to communicate the action that was taken by the Board. Statuses relevant to the action that could be taken will be available as choices; the choices may differ. for more information. If you are selecting "Adopted with Additional District Edits," edit the document as appropriate to reflect the Board's intentions. Changes will be automatically tracked in blue.

3 If the dashboard stated that there were Answers required, **Questions** must be answered by the district. Access the Questions Window by clicking **Answers required** from the dashboard or by clicking the **Open Questions Window** button at the top of the policy. Type or select an answer, and then click **Save Responses**.

4 Click the save icon. If any status other than "District Use Only" was chosen, your board action will be immediately sent to IASB for finalization. for more information regarding Save Status choices. After saving, you will again see the previously adopted version of the policy. Click the Home icon to return to the dashboard.

Communicating Board Action in Bulk

Board action can be entered for multiple policies at once if the Save Status and Adoption/Implementation dates are the same. Questions must be answered first () and the Status selected must match the options available for the particular policies selected. If policies are selected that have unanswered questions, or if the status selected is not available for that policy, the status will not change.

1 Select the checkbox on the right-hand side for the applicable policies.

2 Select the appropriate status in the dropdown box under the Documents Currently Under Review table.

3 Enter the Adopted/Implemented Date.
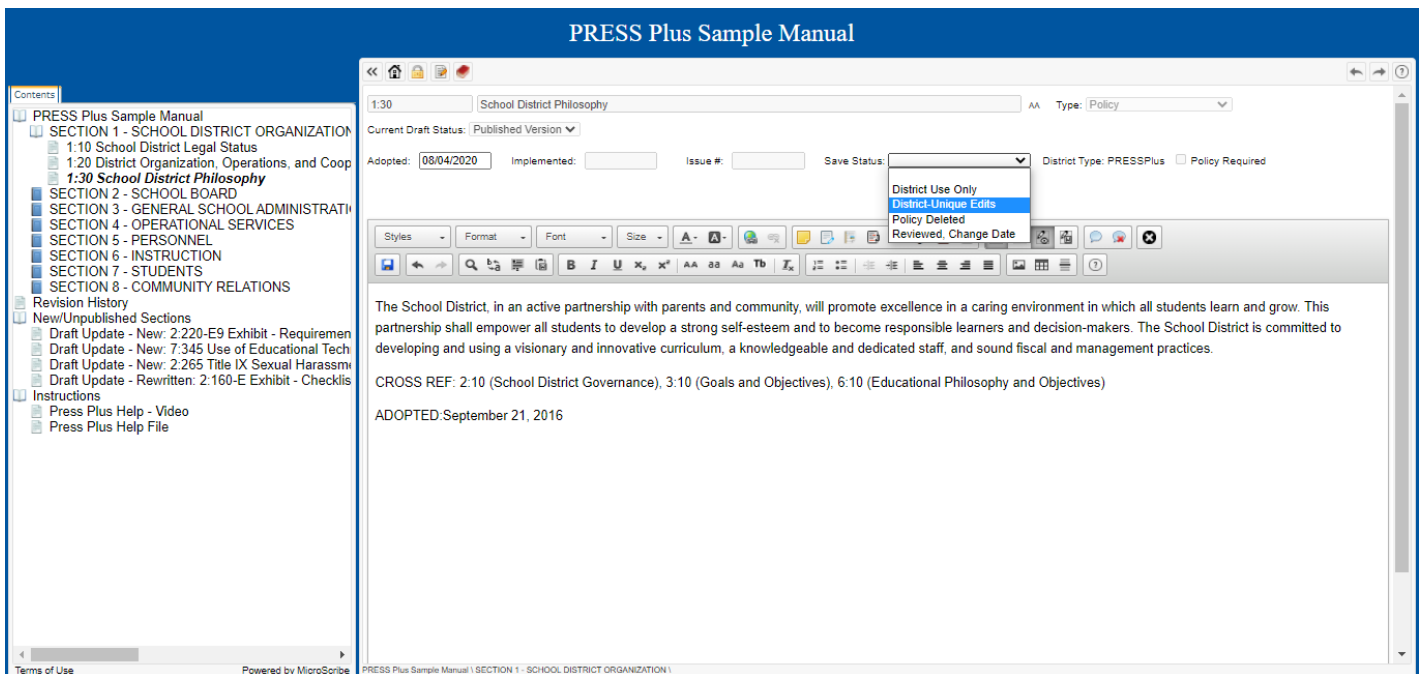
4 Click Change Status.

Updating a Policy That is Not Currently Pending

If your board would like to make changes to a policy that does not have any pending changes initiated by IASB, select that policy through the Table of Contents on the left. Click the Blue Book icon 📘 to expand a section, then click the name of the policy.


Enter Edit Mode (see p. 14) and follow the instructions on p. 15 to enter the adoption date, change the Save Status, and click the save icon. Changes will be automatically tracked in blue; choose the Save Status "District-Unique Edits" if changes were made. See p. 11 for other Save Status options.

Adding a Newly Adopted Policy

If your Board has adopted a new policy into the manual that was not currently pending at your **PRESS Plus** Online site, right-click the words "New/Unpublished Sections" at the bottom of the Table of Contents. Then click "Add New Section."
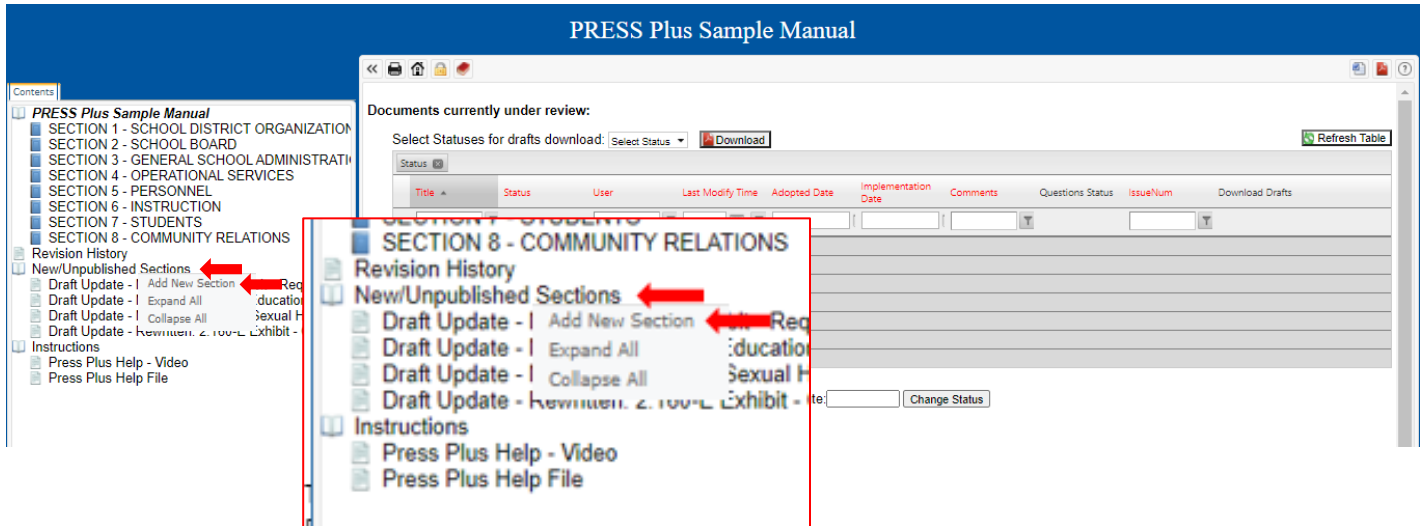
This will open a blank policy for you to enter the Policy #, Title, Type, Adoption or Implementation Date, Policy Text, and Save Status. When complete, click the save icon.

If the policy is from a PRESS sample, please remove the footnotes prior to copying into your PRESS Plus account. If the policy is not from a PRESS sample, the policy number should end with a 2, 4, 6, or 8. Contact IASB for help determining the appropriate policy number.
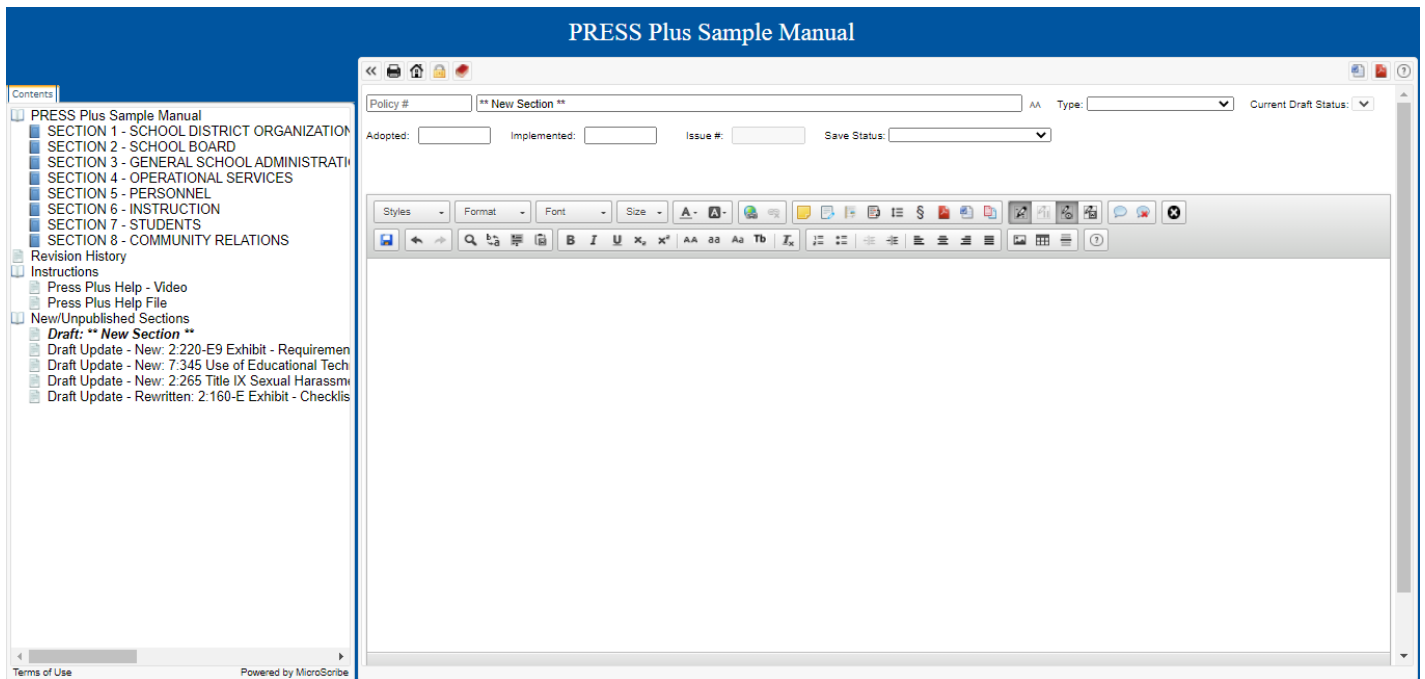
Updating Nondiscrimination Coordinator and Complaint Manager Information

Six policies contain names and contact information for district Nondiscrimination Coordinators, Complaint Managers, and (if listed separately) Title IX Coordinators:

- 2:260, *Uniform Grievance Procedure*
- 2:265, *Title IX Sexual Harassment Grievance Procedure*
- 5:10, *Equal Employment Opportunity and Minority Recruitment*
- 5:20, *Workplace Harassment Prohibited*
- 7:20, *Harassment of Students Prohibited*
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

To update this information at your PRESS Plus site:
- Enter edit mode.
- Type the changes, which will be automatically tracked and highlighted in blue.

- Select "District-Unique Edits" as the Save Status.
- Enter the policy's *current* adoption date in the adopted box (see above – if there are no edits to the policy other than the names and contact information, board action is not required).
- Click the blue save disc icon.

References to your Collective Bargaining Agreement(s)

Some policies may contain references to your district Collective Bargaining Agreement(s).

5:150 Personnel Records

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are

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To ensure that these references are up to date, please send newly updated CBA(s) to pressplus@iasb.com. We will review the agreements and prepare Draft Updates for any necessary changes. You will receive an email when new Draft Updates are available, and they will appear on your **Documents currently under review** list with "CBA" in the Issue Number column.

Status: Draft Update							
2:20 Powers and Duties of the School Board; Indemnification	Draft Update	IASB	5/8/2019 4:23:05 PM		100		☐
4:110 Transportation	Draft Update	IASB	9/23/2019 12:49:50 PM	Answers required	100		☐
4:150 Facility Management and Building Programs	Draft Update	IASB	5/8/2019 4:23:41 PM		100		☐
4:160 Environmental Quality of Buildings and Grounds	Draft Update	IASB	5/8/2019 4:23:54 PM		100		☐
6:15 School Accountability	Draft Update	IASB	5/8/2019 4:24:40 PM		100		☐
6:60 Curriculum Content	Draft Update	IASB	5/9/2019 10:04:48 AM	Answers Completed	98		☐
7:270 Administering Medicines to Students	Draft Update	IASB	5/8/2019 4:36:17 PM	Answers required	99		☐
5:80 Court Duty	Draft Update	IASB	9/23/2019 2:24:30 PM		CBA		☐
5:140 Solicitations By or From Staff	Draft Update	IASB	9/23/2019 2:24:39 PM		CBA		☐
5:150 Personnel Records	Draft Update	IASB	9/23/2019 2:24:19 PM		CBA		☐
5:330 Sick Days, Vacation, Holidays, and Leaves	Draft Update	IASB	5/8/2019 4:24:27 PM		100		☐

Answers required	99	
	CBA	
	CBA	
	CBA	
	100	

Completed Updates

After IASB has processed your updated policies, you will receive an email. Your updated versions will now have replaced the previous version of the policies in your Table of Contents, and you will see them listed under Recent Revisions.

You will want to download the updated policies to use in updating any binders you maintain in the district and for archiving purposes.

1 Download updated policies individually by clicking the Word or PDF download icons in the upper right.

2 Download a PDF of the full adopted Policy Manual by clicking the book icon.

3 Recently updated policies can also be downloaded by clicking to view the entire revision history:

Glossary of Terms

Administrative Procedure: 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. Administrative procedures do not require formal board adoption and are not included in a board policy manual.

Adoption: The Board's adoption of a policy will serve to supersede all previously adopted policies on the same topic. This statement means that a new policy replaces and nullifies the former policy on the same topic. **PRESS** recommends the use of one adoption date listed at the bottom of each adopted Board policy, which is replaced with a new date whenever the Board acts on that policy.

Board Exhibits: Exhibits that provide guidance for board work. See the first bullet under Exhibits, below.

Board Policy Manual: The policy manual adopted by the Board, which does not include Administrative Procedures or Exhibits that guide the work of the administrative staff. The Board governs by written policy.

Committee Worksheets: Committee Worksheets, available at **PRESS** Online, show the suggested changes to the sample policies, procedures, and exhibits and their footnotes for each **PRESS** Issue. Changes for consideration are shown as strikeouts for deleted text and underlines for added text. The strikeouts and underlines may appear in more than one color; these colors are for internal IASB use and do not affect the meaning of the suggested changes. Committee Worksheets should be distributed to persons considering the suggested changes for the district. The superintendent and other appropriate administrators should receive the Committee Worksheets for administrative procedures and administrative exhibits. **PRESS Plus** subscribers should not include the Committee Worksheets for Policies in their Board packets. The policies and Board exhibits in the **Documents currently under review** list at their individual **PRESS Plus** URL should be downloaded for the Policy Committee and/or Board. for more information.

Cross References: The list of cross references directs readers to other policies on related topics.

Draft Updates: Customized updates, based on **PRESS**, provided through the **PRESS Plus** service. **PRESS Plus** Draft Updates will only include relevant updates to the district's board-adopted policy manual. For example, a High School District will not receive updates that are applicable only to a district with elementary students. Customization previously adopted by the board will affect the Draft Updates provided through **PRESS Plus**. For more information about the differences, view the **PRESS**/**PRESS Plus** webinars available at iasb.com.

Glossary of Terms

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 and included in the board policy manual. Those providing guidance for the staff should be dated for implementation by the administrative staff and included in the administrative procedures manual.

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

Footnotes: Footnotes in **PRESS** material contain important information, such as legal citations, background information, resources, and best practices. A policy's first footnote always describes whether the topic is required to be included in a policy; governed by State or federal law; is subject to collective bargaining; and/or involves a disputed area of the law. Footnotes also contain alternatives to the language in the default policy and additional options for the board to consider. **While footnotes are an important part of a PRESS sample policy, they do not belong in a board-adopted policy.** Inclusion of footnotes may make a policy ambiguous, thereby harming the policy's governance qualities.
Footnotes are not intended to provide advice on specific situations. Districts should seek assistance from the board attorney before relying on information in a footnote because the law is always changing, exceptions frequently exist, multiple sources of law may be applicable to a specific question, and the facts of a situation often dictate the result.

Legal References: The list of Legal References contains citations to laws or important court decisions that govern or control the policy's subject matter. Changes to Legal References require board action.

Policy: The board develops policies with input from various sources such as district administrators, the board attorney, and **PRESS/PRESS Plus** 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.

PRESS Update Memo: Found under each PRESS Update Issue at PRESS Online, this Memo contains information regarding the changes made to the Policy Reference Manual for that Update Issue. The materials listed at a **PRESS Plus** subscriber's Online site will **NOT** match exactly to the materials listed in the Update Memo. For more information about the differences, view the **PRESS/PRESS Plus** webinars available in the Online Learning tab at iasb.com.

Policy Reference Manual: The **PRESS P**olicy **R**eference **M**anual (**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.