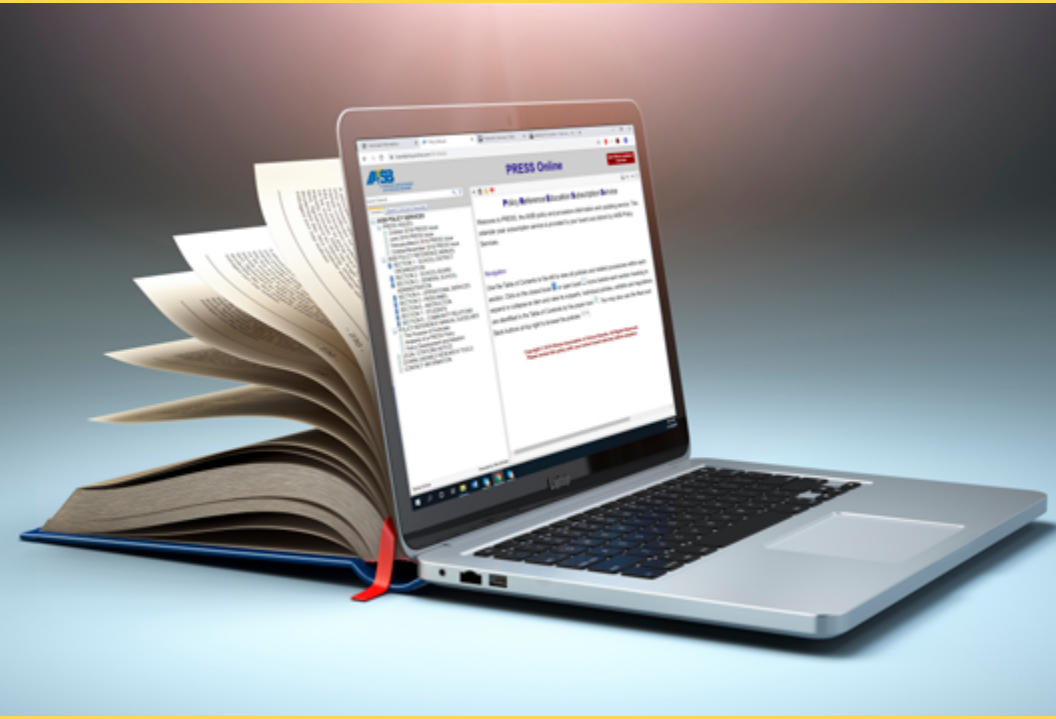
Policy Services



IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

12/23-PS

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

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

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In effective school districts, every part of the organization is aligned with the ends articulated by the school board in written board policy.

– IASB Foundational Principles of Effective Governance

SUBSCRIPTION SERVICES AT A GLANCE

	PRESS	PRESS Plus	School Board Policies Online	Administrative Procedures Online	BoardBook® Premier
Access to IASB's Policy Reference Manual (PRM)	x				
Email Notifications of updates to the PRM and access to PRESS Update Memo	x				
Requires a Policy Manual Customization to be completed immediately preceding subscription		x			
Customized suggested updates to the board's adopted policies based on updates to the PRM		x			
Board-adopted updates incorporated into the board's policy manual on an ongoing basis		x	x		
Web-published board-adopted manual for community access			x		
Web-published administrative procedures manual for administrator access, with updates incorporated on an ongoing basis				x	
Built-in search engine designed especially for school board policy manuals and administrative procedures manuals	x		x	x	
Interactive links to Legal References and Cross References	x		x	x	
Archiving of older versions of policies for district access			x	x	
Online board meeting packet preparation tools					x

SAMPLE POLICY SERVICES SEQUENCE

PRESS

↓

Policy Manual Customization
(Bring manual up to date and fully customize for individual district needs.)

↓ ↓

School Board Policies Online
(Make policy manual available online for community access.)

PRESS Plus
(Keep manual up to date preserving customization.)

PRESS

Policy Reference Education Subscription Service

(Annual Subscription Service)

PRESS is the foundational service of IASB Policy Services' subscription and one-time service offerings. As an annual subscription service, it is an online resource for school board members, administrators, and school attorneys looking for well-reasoned sample policies, exhibits, and procedures, plus their legal rationale and legal references supporting them.

PRESS is published through **PRESS Online** at **www.iasb.com** and has two components:

1. A Policy Reference Manual (PRM) that serves as an encyclopedia of 1400+ pages of sample materials. The PRM helps the board address questions such as:
   - *What are appropriate policy subjects?*
   - *What is the impact of state or federal law?*
   - *What should be addressed in administrative procedures?*
2. **PRESS** Issues, each with an Update Memo, that contain periodic updates and revisions to the PRM based upon changes in the law and best practices.

The PRM and **PRESS** Update Memos are written by IASB's Office of General Counsel with valuable input and suggestions from the PRESS Advisory Board (PAB). PAB members are a group of distinguished individuals from the legal and education fields.

PRESS
Policy Reference Education Subscription Service
Policy Reference Manual

Sample page from the Policy Reference Manual

The Policy Reference Manual has eight separate sections.

Each **PRESS** policy is dated.

July 2017 7:160

Students

Student Appearance [1]

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the *Student Handbook(s)*. [2]

Applicable legal references and policy cross-references are listed.

LEGAL REF.: 105 ILCS 5/10-22.25b.
Tinker v. Des Moines Independent School Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:165 (School Uniform), 7:190 (Student Behavior)

Explanations, analysis, rationale, options, and legal references are contained in footnotes; these are for reference purposes and must not be adopted as part of a policy.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law controls this policy's content. 105 ILCS 5/10-22.25b specifically authorizes a school board to adopt a school uniform or dress code policy. **There are hundreds of decisions on dress codes and uniform policies, making it imperative that a board contact its attorney for assistance in applying the law to specific fact situations.**

Generally, if a student's dress has sufficient communicative content, it will warrant First Amendment protection. If protected, a school's ability to regulate the dress will be analyzed according to Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969) – it may be regulated only if it would substantially disrupt school operations or interfere with the right of others. In Brandt v. Board of Educ. of City of Chicago, 2006 WL 623651 (N.D.Ill., 2006), *earlier decision*, 326 F.Supp.2d 916 (N.D.Ill., 2004), an Illinois federal court upheld a school's authority to punish students for wearing t-shirts portraying a one-handed boy; the court said: "A school need not tolerate student speech that is inconsistent with the school's basic educational mission even though the First Amendment would protect similar speech or expressive conduct outside of the school setting. This holding is suspect after the Seventh Circuit decision in Zamecnik v. Indian Prairie School Dist. #204, 636 F.3d 874 (7th Cir. 2011). There the court held that the school district violated students' free speech rights by forbidding them from wearing during school hours a T-shirt saying "Be Happy, Not Gay."

A school may regulate student dress that does not have sufficient communicative content to receive free speech protection, provided the regulation is not arbitrary or excessive. Although many courts have ruled similarly with respect to grooming, e.g., hair length, and non-earring piercings, the Seventh Circuit, the federal appellate court that governs Illinois, has struck down school regulations governing hair length and earrings (See Breen v. Kahl, 419 F.2d 1034 (7th Cir., 1969); Crews v. Cloncs, 432 F.2d 1259 (7th Cir., 1970) (exclusion of long-haired student from class constituted denial of equal protection to male students); Arnold v. Carpenter, 459 F.2d 939 (7th Cir., 1972); Holsapple v. Woods, 500 F.2d 49 (7th Cir., 1974) (limitation of ruling recognized by Hayden ex rel. v. Greensburg Community School Corp., 743 F.3d 569 (7th Cir., 2014) (recognizing school's right to set policy); Olesen by Olesen v. Board of Educ. Dist. 228, 676 F.Supp. 820, 822 (N.D.Ill.1987) (male students have a liberty interest in wearing an earring to school). But see Blau v. Fort Thomas Public Sch. Dist., 401 F.3d 381 (6th Cir. 2005) (upheld a Kentucky middle school's student dress code that prohibited visible body piercing other than ears). A school's uniform policy was upheld in Alwood v. Clark and Belleville Township High School Dist. 201, 2005 WL 2001317 (S.D.Ill., 2005).

2 A comprehensive Student Handbook can provide notice to parents and students of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The Handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board.

Members of the Ill. Principals Assoc. may subscribe to the IPA's Model Student Handbook Service. While this service is not a handbook *per se*, it provides principals with quick, user-friendly access to model student handbook provisions that are attorney drafted and fully aligned with IASB's policy services. For more information, see:
www.ilprincipals.org/resources/model-student-handbook. See also 7:190-E2, *Student Handbook Checklist*.

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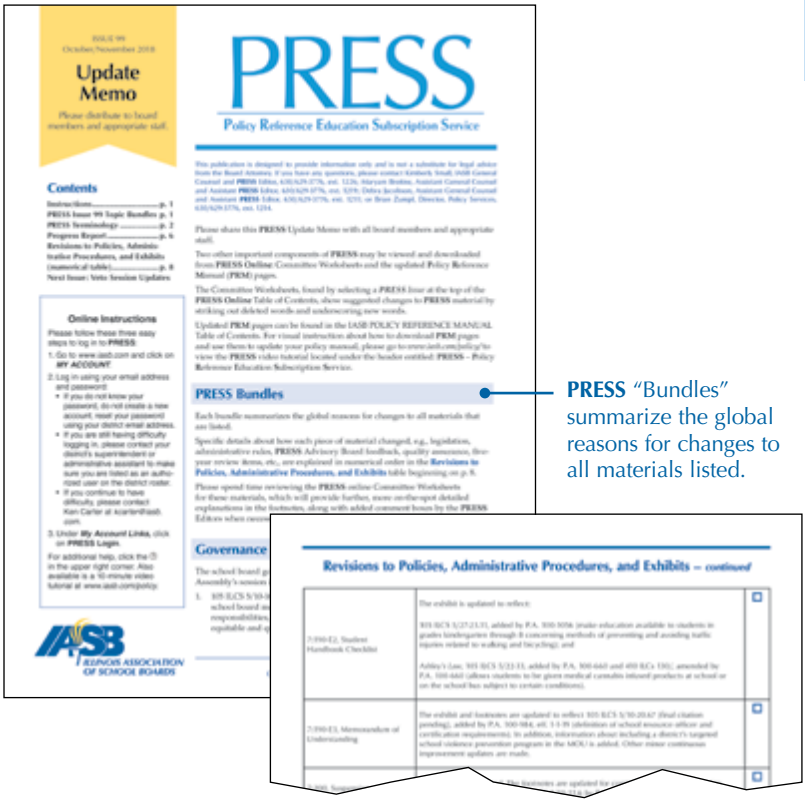
Please review this material with your school board attorney before use.

Sample pages from the PRESS Update Memo



ISSUE 99
October/November 2018

Update Memo

Please distribute to board members and appropriate staff.

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. 1216; Maryann Brohm, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 3219; Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 3215; or Brian Zumpf, Director, Policy Services, 630/629-3776, ext. 1234.

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

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

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

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

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PRESS Issue 99 Topic Bundles p. 1
PRESS Terminology .....p. 2
Progress Report.....p. 6
Revisions to Policies, Administrative Procedures, and Exhibits (numerical table).....p. 8
Next Issue: Vote Session Updates

Online Instructions

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

1. Go to www.iasb.com and click on **MY ACCOUNT**
2. Log in using your email address and password:
   - If you do not know your password, do not create a new account, reset your password using your district email address.
   - If you are still having difficulty logging in, please contact your district's superintendent or administrative assistant to make sure you are listed as an authorized user on the district roster.
   - If you continue to have difficulty, please contact Ken Carter at kcarter@iasb.com.
3. Under **My Account Links**, click on **PRESS Login**.

For additional help, click the ⓘ in the upper right corner. Also available is a 10-minute video tutorial at www.iasb.com/policy.

ILLINOIS ASSOCIATION OF SCHOOL BOARDS

PRESS Bundles

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

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

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

Governance

The school board g
Assembly's session

1. 105 ILCS 5/10-1
   school board m
   responsibilities
   equitable and q

PRESS "Bundles" summarize the global reasons for changes to all materials listed.

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

7:190-E2, Student Handbook Checklist	The exhibit is updated to reflect: 105 ILCS 5/27-23.31, added by P.A. 100-1056 (make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling); and Ashley's Law, 105 ILCS 5/21-11, added by P.A. 100-660 and 400 ILCS 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions).	☐
7:190-E3, Memorandum of Understanding	The exhibit and footnotes are updated to reflect 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19 (definition of school resource officer and certification requirements). In addition, information about including a district's targeted school violence prevention program in the MOU is added. Other minor continuous improvement updates are made.	☐
7:190[illegible]	[illegible]	☐

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.

PRESS Plus

(Annual Subscription Service)

PRESS Plus is IASB's customized, full-maintenance policy update service for school boards that have completed an IASB Policy Manual Customization.

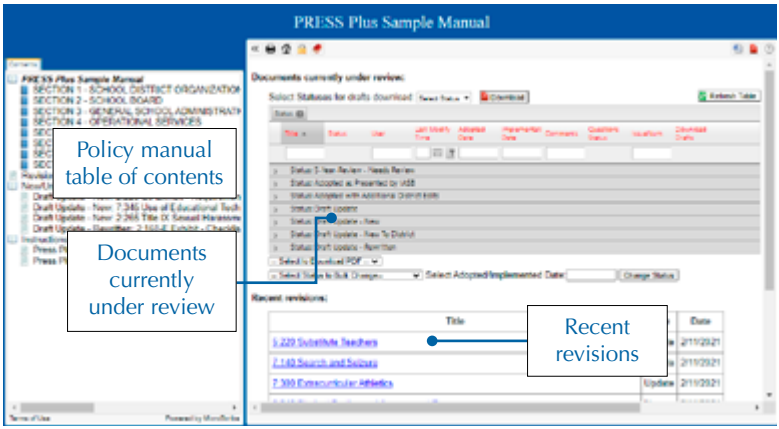
PRESS Plus is based on **PRESS**, IASB's sample policy and procedures information and update service. **PRESS Plus** provides full access to **PRESS**, PLUS it provides additional assistance to help the board keep its policy manual current by:

- Providing **PRESS** Update Issue-based changes, specific to the board's needs, to the board's customized policies through a password-protected online site dedicated to the board's adopted policy manual
- Clearly identifying suggested updates and options in an easy-to-understand format for board review
- Incorporating board-adopted changes into the policy manual

Combine Services for Added Features

Subscribe to both **PRESS Plus** and School Board Policies Online (SBPOL) (online publication of the board policy manual, **see pages 6-7**) to get additional features including policy archiving, keyword search functionality, interactive links directly to the statutes, available regulations, and/or case law related to the policy, and adopted policies automatically published to the SBPOL-hosted board policy manual for public viewing.

Screenshots from **PRESS Plus**



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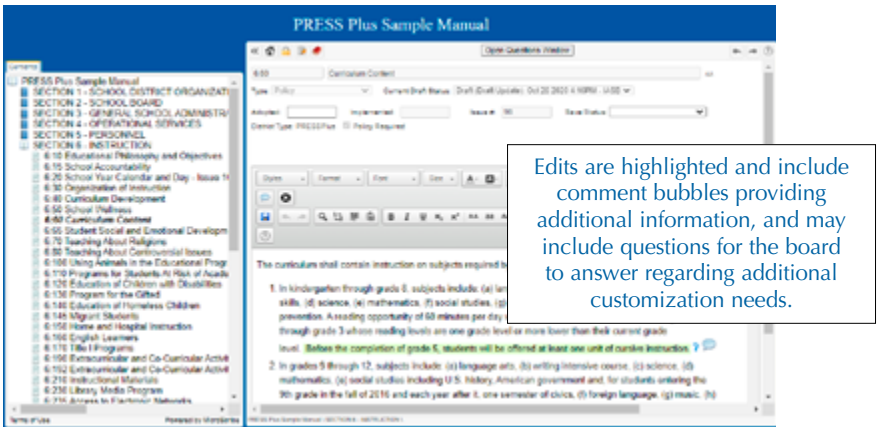


A Video tutorial, Online User Guide, and link to sign up for one-on-one webinar training are available at **www.iasb.com/policy**

School Board Policies Online (SBPOL)

(Annual Subscription Service)

Web-publish the board's policy manual at a publicly available link. IASB publishes the manual on the same service platform used for the **PRESS** and **PRESS Plus** services.

The Board Policy Manual Accessed via the District Website

The primary work of the board is governing through written board policy, and the best way to communicate the board's good work to its community is to publish it online. Publishing the policy manual with SBPOL via a link on the district website facilitates online access to the board's governing document with an easy-to-use interface. This increases board transparency and keeps staff, students, parents, and the community informed about the board's current policy directives.

A School Board Policies Online subscription includes:

- Conversion and online publication of the board's current adopted policy manual
- Interactive links from each of the policies directly to legal references, cross-references, and external websites
- Branding of the district's SBPOL webpage with district-specific logo and color scheme
- Rapid updating of submitted updates
- Unlimited access, storage, and updates
- A search engine designed especially for school board policy manuals
- District administration login credentials providing access to an archiving feature and multi-district searching capability

Combine Services for Added Features

Subscribe to both SBPOL and PRESS Plus (IASB's customized, full-maintenance policy update service, **see page 4**) to get instant updates to your web-published board policy manual any time board-adopted edits are processed through the PRESS Plus service.

SBPOL subscribers have the option to also web-publish the district's administrative procedures manual through the Administrative Procedures Online (APOL) service at a separate link for administrator use. **See pages 8-9**.

Webinar demonstration available upon request.

Administrative Procedures Online (APOL)

(Annual Subscription Service)

Web-publish the district's administrative procedures manual at a separate link from the web-published Board policy manual. This allows administrators to efficiently communicate the procedures that implement board policy to appropriate district staff.
A subscription to School Board Policies Online (SBPOL) is required prior to subscribing to APOL.

An Administrative Procedures Online subscription includes:

- Conversion and online publication of the district's current implemented administrative procedures manual
- Interactive links from each of the procedures directly to legal references, cross-references, and external websites
- Branding of the district's APOL webpage with district-specific logo and color scheme
- Rapid updating of submitted updates
- Unlimited access, storage, and updates
- A search engine designed especially for school board policy and administrative procedures manuals
- District administration login credentials providing access to an archiving feature and multi-district searching capability

BoardBook® Premier

The Standard in Board Agenda Preparation and Decision Making

(Annual Subscription Service)

Govern board meetings more efficiently by streamlining the preparation, distribution and publishing of board information and materials with BoardBook® Premier, a web-based application service.

Streamlined preparation

- Create the board agenda from scratch or use an old one as a template.
- Search an archive of prior meetings packets and approved minutes.
- Convert attachments to PDF to be viewed as individual downloads or as part of a full PDF board packet.
- Drag and drop agenda items or attachments to reorder the agenda with automatic renumbering and pagination.

Distribution

- Email notifications can be sent when meeting materials are available for viewing. The meeting can be viewed online in an easy to follow paperless view or the entire packet can be downloaded as a PDF for offline viewing
- Notes to the meeting can be added within the BoardBook® Premier program (online) or by printing a hard copy and using the PDF editor.
- Permission levels can be granted to allow different viewers to receive different materials when viewing a meeting.

Publishing

- Meeting notices and materials will be available through a link on the district's website.
- Generate an agenda for online posting based on the meeting that you have created.
- Board minutes can be kept in the system and can be made available to the public.

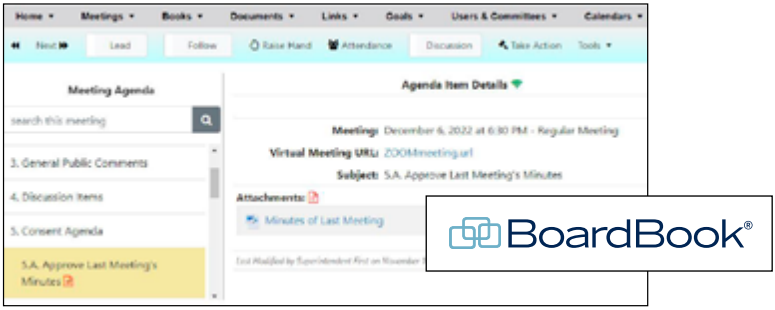
Other features

- Easy to learn and use
- No software to install
- No set-up fees

A subscription includes:

- Personalized training for staff and/or board members
- Customization for the districts
- Excellent telephone support service
- Online help features

Register for an informational BoardBook webinar to learn more.



Policy Manual Customization

(One-Time Fee)

A Policy Manual Customization is the board's first step toward governing the district through written policy and a required step for boards that want to subscribe to **PRESS Plus** (IASB's customized, full-maintenance policy update service, **see page 4**).

A Policy Manual developed as part of a Policy Manual Customization:

- Contains written policies that include up-to-date district goals, delegate authority to the superintendent, define operating limits, ensure legal compliance, establish board processes, and provide for monitoring of district progress.
- Includes all policies required by state and federal law and regulations.
- Has an easily identifiable coding system, alphabetical index, and table of contents.
- Contains individual policies that are clear and concise, with legal references and cross-references to related policies.
- Has adoption dates that are clearly stated at the end of each policy.

Board Involvement

During a Policy Manual Customization, an IASB policy director will work with the board and superintendent to develop a new and up-to-date local school board policy manual. This policy manual will be based upon IASB's Policy Reference Manual and will be customized to include the board's current policies and practices, as appropriate.

Professional Development

The board will benefit from in-district board development on the topics of effective board governance, the policymaking roles of the board, and board/superintendent roles and responsibilities.

The Process

The customization process may vary to meet individual preferences and needs of the board.

Generally, it proceeds as follows:

1. The policy director, board members, and superintendent meet in the district to outline the process and meeting dates, and to review board and district operations and current practices.
2. The policy director prepares and delivers a draft policy manual based upon IASB's Policy Reference Manual, input from the first meeting, and current district documents.
3. Board members and administrators review the draft manual.
4. The policy director, board members, and superintendent meet up to three times in the district to review, edit, and further customize the policy manual. Additional meetings may be requested by the board at a per-visit fee.
5. The policy director prepares and delivers an edited manual ready for review and board adoption.
6. Adoption dates are added by IASB, and the board receives a final copy of the manual.

Updating the Manual Following Adoption

See page 1 for information about **PRESS**, and page 4 for **PRESS Plus**.

Communicating the Adopted Manual

See page 6 for information about School Board Policies Online (SBPOL).

Administrative Procedures Project

(One-Time Fee)

An Administrative Procedures Project aids administrators in their implementation of the board policy manual's directives, so the board can fulfill its monitoring role. An Administrative Procedures Project is available to districts that subscribe to PRESS Plus and meet other eligibility criteria.

An Administrative Procedures Manual Developed as Part of an Administrative Procedures Project:

- Includes all procedures expressly required by current board policy, and state and federal law and regulations.
- Is aligned with current board policy and district practices and is based upon the Policy Reference Manual (PRM).
- Contains individual administrative procedures and exhibits that are clear and concise, with legal references and cross-references to related materials.
- Is coded to correspond to the board policies it implements.
- Has implementation dates that are clearly stated at the end of each procedure and exhibit.

The Process

An overview of the process is as follows:

1. The enrollment period ends November 1 of each year. The district provides a point of contact and administrative team committee members to work with an IASB policy director in the development and editing of the administrative procedures manual.
2. Following the board's adoption of all draft policy updates presented to it by IASB, the policy director prepares and delivers to the district a draft administrative procedures manual based

upon IASB's Policy Reference Manual, and customized according to the requirements of the board's adopted policy manual.

3. The administrative team committee reviews the draft manual, noting possible necessary changes..
4. The policy director and administrative team committee members meet for up to eight hours to answer questions and review, edit, and further customize the administrative procedures manual.
5. The policy director prepares and delivers an edited manual ready for review.
6. Implementation dates are added by IASB, and the district receives a final copy of the manual.

Updating the Manual Following Implementation

See page 1 for information about PRESS.

Communicating the Implemented Manual

See page 8 for information about Administrative Procedures Online (APOL).

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An IASB Policy Services representative would be happy to speak with you about the benefits and pricing of each of its offerings.

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

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