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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
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SAMPLE POLICY SERVICES SEQUENCE

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

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

Administrative Procedures Project
(Bring procedures up to date and align with board-adopted policy manual.)

School Board Policies Online
(Make policy manual available online for community access and administrative procedures manual available online for administrator use.)
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 iasb.com and has two components:

1. A Policy Reference Manual (PRM) that serves as an encyclopedia of 1200+ 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.

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

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Student Appearance

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).

LEGAL REF.: 105 ILCS 5/10-22.25b.

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


The Policy Reference Manual has eight separate sections.
Sample pages from the PRESS Update Memo

PRESS “Bundles” summarize the global reasons for changes to all materials 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.
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

**Policy manual**

Table of contents

Documents currently under review

**Recent revisions**

**Edit mode**

Edits are highlighted and include comment bubbles providing additional information, and may include questions for the board to answer regarding additional customization needs.

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.

**The District’s Administrative Procedures Manual accessed internally for Administrator Use**

SBPOL subscribers have the option to also web-publish the district’s administrative procedures manual at a separate link for administrator use.

**Webinar demonstration available upon request.**
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

Webinar demonstration available upon request.
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 consultant 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 consultant, 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 consultant 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 consultant, 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 consultant 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 or have recently completed a Policy Manual Customization.

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).
- Has an easily identifiable coding system, alphabetical index, and table of contents.
- 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

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

Generally, it proceeds as follows:

1. The district provides a contact person and/or a committee of administrative staff members to work with an IASB policy consultant in the development and editing of the administrative procedures manual.
2. The policy consultant 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. Administrative staff members review the draft manual.

4. The policy consultant and administrative staff members meet up to two times in the district to review, edit, and further customize the administrative procedures manual. Additional meetings may be requested by the district at a per-visit fee.

5. The policy consultant 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 6 for information about School Board Policies Online (SBPOL).
An IASB Policy Services representative would be happy to speak with you about the benefits and pricing of each of its offerings.