

**BOARD OF EDUCATION
BUTLER SCHOOL DISTRICT 53
OAK BROOK, ILLINOIS**

Butler Junior High School
Administrative Center—Board Room
August 14, 2017
Policy Committee Meeting

AGENDA

1. Call to Order
2. Attendance
3. Old Business

Policy 3905 - Identity Protection

3905	Discussion	Action
PRESS 4:15	<p>The policy, Legal References, and footnotes are updated in response to the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503. Policy text on compliance measures required under the law was updated specific to new notification requirements if breaches of security were to occur:</p> <ol style="list-style-type: none"> 1. Disclosing a breach of security involving personal information when a user name or email address in combination with a password or security question and answer, and 2. Notifying the Illinois Attorney General under certain circumstances. <p>Footnotes are updated in response to P.A. 99-503 along with continuous improvement recommendations from the</p>	<p>This policy was first reviewed by the committee on 6/19/17. Mr. Sulaiman will review further and provide legal recommendations.</p>

	members of the PRESS Advisory Board.	
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Policy 4270 - Employee Ethics; Conduct; and Conflict of Interest

4270	Discussion	Action
PRESS 5:120	RENAMED. The policy, Legal References, Cross References, and footnotes are updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of school district employees engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318. New subheads Professional and Appropriate Conduct, Statement of Economic Interests, and Outside Employment are added to assist the reader with clarity. The Prohibited Interest; Limitation of Authority; and Outside Employment subhead is renamed Prohibited Interests; Conflict of Interest; and Limitation of Authority.	This policy was first reviewed by the committee on 6/19/17. The committee had a robust discussion related to employee gift procedures and extended concerns related to the policy on tutoring (policy 4410). These two policies will be crossed referenced and revisited.

Exhibit 5005E1 - Notice of Employment

5005E1	Discussion	Action
PRESS 5:270E	The procedure is updated to delete the full time and part time check boxes and replace them with space to note hours per day and days per week of employment. A reference to weekly salary is deleted.	This policy was first reviewed by the committee on 6/19/17. The policy was tabled and will be compared to the current new employee letter at the next meeting.

Policy 5040 - Schedules and Employment Year

5040	Discussion	Action
PRESS 5:300	The policy, Legal References, and footnotes are updated. Footnotes reflect clarifications in the collective bargaining agreement instructions.	This policy was first reviewed by the committee on 6/19/17. The policy was tabled and will further be reviewed at the next meeting.

4. New Business

Policy 5165 - Evaluation

5165	Discussion	Action
PRESS 5:320	The policy is unchanged. Footnotes reflect clarifications in the collective bargaining agreement instructions.	

Policy 6120 - Free and Reduced-Price Food Services

6120	Discussion	Action
PRESS 4:130	PRESS update of October 2016.	

Exhibit 6120E1 - Free and Reduced-Price Food Services; Meal Charge Notifications

6120E1	Discussion	Action
PRESS 4:130E1	<p>NEW. The exhibit's purpose is to remind administrators that the United States Department of Agriculture (USDA) requires school food authorities participating in the FNS' National School Lunch Program and School Breakfast Program to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. This was published recently in a March 2017 Illinois State Board of Education (ISBE) Superintendent's Newsletter in a section entitled Unpaid Meal Charge: Local Meal Charges Policies — Due by July 1, 2017.</p> <p>This requirement does not require a formally-adopted policy by the school board, but rather a meal charge process, method, or procedure on how meal charges are managed in the districts. Students, parents/guardians, and district staff must all be informed of the meal charge process.</p> <p>Districts will likely want to replace the text in this exhibit with their</p>	

	own meal charge methods if they do not already publicize them.	
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Policy 6305 - Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students

6305	Discussion	Action
PRESS 7:100	The policy and footnotes are updated in response to P.A. 99-927, eff. 6-1-17, amending 105 ILCS 5/27-8.1 to require that health examinations contain an age-appropriate developmental screening and age-appropriate social and emotional screening. New footnote 9 sets forth optional language regarding additional services that school districts may offer related to such screenings.	

Administrative Procedures 6360AP1 - Dispensing Medication

6360AP1	Discussion	Action
PRESS 7:270AP1	D53 Administrative Regulation renamed to Administrative Procedure to align with PRESS update of October 2016.	

NEW Administrative Procedures 6360AP2 - Checklist for District Supply of Undesignated Epinephrine Auto-Injectors and/or Opioid Antagonists

6360AP2	Discussion	Action
PRESS 7:270AP2	NEW for D53. PRESS update of July 2016.	

Exhibit 6360E1 - School Medication Authorization

6360E1	Discussion	Action
PRESS 7:270E	The exhibit is updated in response to P.A. 99-480, for school boards that choose to maintain a supply of undesignated opioid antagonists.	

NEW Policy 6375 Suicide & Depression Awareness and Prevention

6375	Discussion	Action

PRESS 7:290	NEW for D53. PRESS updated October 2015.	
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NEW Administrative Procedure 6375AP1 - Resource Guide for Implementation of
Suicide and Depression Awareness and Prevention Program

6375AP1	Discussion	Action
PRESS 7:290AP1	NEW for D53. PRESS updated October 2015.	

Policy 6510 - Student Records

6510	Discussion	Action
PRESS 7:340	Footnote seven is updated to explain a conflict between State and federal law regarding whether gender information may be designated as directory information. ISBE rules at 23 Ill.Admin. Code 375.80(a)(1) include gender as information which may be designated as directory information; however including gender within directory information may violate the federal Family Educational Rights and Privacy Act (FERPA). FERPA regulations provide that directory information “means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed” and it “includes, but is not limited to, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time, or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards	This would require a name change to the policy which is currently, Colletion, Maintenance, Inspection and Dissemination of Student Educational Records.

	<p>received; and the most recent educational agency or institution attended.” 34 C.F.R. 99.3. Though FERPA regulations do not explicitly preclude the designation of gender as directory information, ED guidance has consistently advised schools not to disclose a student’s sex as directory information because it would be considered harmful or an invasion of privacy. Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the “Girls Volleyball Team” may contradict ED guidance.</p>	
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Administrative Procedure 6510AP1 - Procedure - School Student Records

6510AP1	Discussion	Action
<p>PRESS 7:340AP1</p>	<p>The procedure is updated for continuous improvement purposes and to include 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications, for the reasons discussed in that numbered exhibit and the general Federal Regulatory Updates bundle, above.</p>	

NEW Exhibit 6615E2 - Student Handbook Checklist

6615E2	Discussion	Action
<p>PRESS 7:190E2</p>	<p>NEW for D53. The procedure is updated for continuous improvement. The PRESS 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications, will not be included because D53 does not participate in the FNS’ national school lunch program.</p>	

NEW Policy 6618 - Maintaining Student Discipline

6618	Discussion	Action
PRESS 5:230	The policy is updated in paragraph 1 to clarify that all teachers, certificated employees, and related service providers should follow “School Board policies and administrative procedures on student conduct, behavior, and discipline.” Paragraph 2 is updated to indicate that a “teacher should first discuss student behavior with the student if appropriate.” A new footnote is added regarding school officials’ discretion to determine appropriateness. Footnotes reflect clarifications in the collective bargaining agreement instructions.	

NEW Policy 7252 - Responsibilities Concerning Internal Information

7252	Discussion	Action
PRESS 5:130	NEW for D53. PRESS update of October 2014.	

NEW Administrative Procedure 7252AP1 - Email Retention

7252AP1	Discussion	Action
PRESS 5:130AP	The procedure and footnotes are updated. A sentence is added: For help with these responsibilities, please contact the District’s FOIA Officer. Other minor quality assurance edits are made throughout.	

NEW Policy 7400 - Teaching About Religions

7400	Discussion	Action
PRESS 6:70	NEW for D53. Updated from PRESS. The policy is updated to clarify that “neither preferential nor derogatory treatment shall be given to any single religion, religious belief, or to religion in general.” The footnotes and Legal References are updated.	

NEW Administrative Procedure 7400AP1 - Teaching About Religions

7400AP1	Discussion	Action
PRESS 6:70AP1	NEW for D53. Updated from PRESS.	

NEW Policy 7500 - Remote Educational Program

7500	Discussion	Action
PRESS 6:185	NEW for D53. The policy is unchanged. Footnotes are updated for continuous improvement, to provide clarity, and to clarify collective bargaining agreement instructions.	

PRESS 5:285 - Drug and Alcohol Testing for School Bus and Commercial Vehicle
Drivers

	Discussion	Action
PRESS 5:285	No D53 policy, transportation services is contracted out. The policy, Legal References, and footnotes are updated.	

PRESS 5:285AP - Drug and Alcohol Testing for School Bus and Commercial Vehicle
Drivers

	Discussion	Action
PRESS 5:285AP	No D53 policy, transportation services is contracted out. The procedure and footnotes are updated.	

NEW Policy Confidentiality of Information Discussed By Board of Education in
Closed Meetings

	Discussion	Action
D53 Legal	NEW for D53. Originally discussed in closed session as a resolution. Direction by Board to move to policy committee for review.	

Next Meeting: TBD

5. Adjournment