

BOARD OF EDUCATION
 BUTLER SCHOOL DISTRICT 53
 OAK BROOK, ILLINOIS

Butler Junior High School
 Administrative Center—Board Room
 September 11, 2017
 Policy Committee Meeting

AGENDA

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

Policy 3905 - Identity Protection

3905	Discussion	Action
PRESS 4:15	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: <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. Footnotes are updated in response to P.A. 99-503 along with continuous improvement recommendations from the	This policy was first reviewed by the committee on 6/19/17. Mr. Sulaiman will review further and provide legal recommendations. 8/14/17 Mr. Sulaiman requested further review and deferred to September policy meeting.

	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.	<p>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.</p> <p>8/14/17 The policy was reviewed with Tutoring policy 4410. Administrators and Teacher representative provided pros and cons. Committee recommends move to board review for further discussion as some teachers and parents are likely to feel strongly about loss of income and loss of convenience respectively. Collect DuPage comparisons. Keep in old business and review after comparison data is received. Not ready for 1st reading.</p>

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.	<p>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.</p> <p>8/14/17 Committee recommends that a new letter be developed by Robbins Schwartz and brought back to the committee when obtained.</p>

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	This policy was first reviewed by the committee on 6/19/17. The policy was

	collective bargaining agreement instructions.	<p>tabled and will further be reviewed at the next meeting.</p> <p>8/14/17 The committee discussed the need to create a schedule, document breaks. Incorporate 10 & 12 month language into ESP document. Return to future committee meeting.</p>
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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.	8/14/17 In an effort to educate families the committee discussed including appropriate footnote links. After checking with PRESS we were advised that footnotes may be included but the district should be cautious regarding what footnotes to include.

Policy 6323 - Student Athlete Concussions & Head Injuries

6323	Discussion	Action
PRESS	<p>At the 8/14/17 BOE meeting, Mr. Edmonds questioned the use of physicians or a certified sports physician for the evaluation of students with possible concussions. Clarification of what is required would allow the policy committee to construct the best policy for the students of the district.</p> <p>Newest policy and administrative procedure adoption 3/14/17.</p>	

4. New Business

Administrative Procedures 6360AP1 - Dispensing Medication

6360AP1	Discussion	Action
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PRESS 7:270AP1	D53 Administrative Regulation renamed to Administrative Procedure to align with PRESS update of October 2016.	3/14/3
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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.	

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	This would require a name change to the policy which is currently, Colletion, Maintenance, Inspection and Dissemination of Student Educational Records.

	<p>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 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
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PRESS 7:340AP1	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.	
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NEW Exhibit 6615E2 - Student Handbook Checklist

6615E2	Discussion	Action
PRESS 7:190E2	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.	

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
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PRESS 5:130	NEW for D53. PRESS update of October 2014.	
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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 7254 - School Website Accessibility Policy

7254	Discussion	Action
	This policy has been recommended by the Director of Technology. The wording and framework was provided by our web host.	

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.	
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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