

**MEMORANDUM: 2014 Model Policy Updates – Third Quarter
December 17th, First Readings**

SECTION 400: PERSONNEL

407 – Family and Medical Leave Act (FMLA). This policy has been marked as high priority because the U.S. Department of Labor’s **employee rights and responsibilities notice has been updated and MUST BE POSTED IMMEDIATELY**. With regard to the policy, military caregiver leave has been extended to include care for a servicemember who was discharged under other than dishonorable conditions within five (5) years of receiving the medical treatment, recuperation or therapy prompting an employee's leave request. Additionally, the policy has been updated to clarify the requirements of the FMLA, sections have been added, and the definitions have been updated. Note: there is a proposed rule changing the definition of “spouse”. Our office will keep you posted of any changes affecting this policy.

Recommend: Approved as written. Only one area where the board needed to make a decision and you had already done so.

407.50 – Sick Leave. This policy has been updated to reflect the ability of a new employee of this district who was employed by another district or state educational agency during the year immediately preceding, or within (3) school years immediately preceding if termination was due to a reduction in force, to be credited with that individual’s accumulated sick leave up to a maximum of ninety (90) days.

Recommend: Accept as written

455 – Master Teachers. The definition of “instructional staff member” was updated to reflect the current names of the state approved contracts.

Recommend: Accept as written

SECTION 500: STUDENTS

514 – Evacuation/Fire Drills. This policy has been updated to comply with the 2012 *International Fire Code*, as adopted by the State of Idaho effective January 1, 2014.

Recommend: Accept italic

569 – School Wellness. Federal law requires each district participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The USDA has established nutrition standards for all foods and beverages sold to students in school during the school day, including foods sold through school fundraisers. The Idaho State Department of Education’s Smart Snack fundraiser requirements, which are to be used in conjunction with the nutrition standards set forth by the USDA, are also outlined in this policy.

Recommendations: This policy has been revised to meet our practices as well as the additional guidelines. Accept italics.

SECTION 600: EDUCATIONAL PROGRAMS

610 – High School Graduation Requirements. This policy has been updated to include the current IDAPA requirements for graduation and IDAPA Proposed Rules 08.02.03.104 and 105 effective August 14, 2014.

Recommendation: Accept as written. Red text has been added to policy. All Code

SECTION 800: BUSINESS PROCEDURES

834 – Increase in Fees. This policy has been updated and clarified regarding district notice requirements for a proposed a fee increases.

Recommendation: Review numbers 2 and 3 accept as written.

880 – Electronic Signatures and Records. This policy has been modified to meet the requirements of the Uniform Electronic Transactions Act, Idaho Code Sections 28-50-101, et seq.

Recommendation: Choose Option A. Discuss Italics for Rules(process) of acceptance.

SECTION 900: BUILDINGS AND SITES

922 – Real Property. This policy has been updated to clarify the voting and notice requirements for the transfer, conveyance, or exchange of real property.

Recommendation: No choices accept as written

Review the following 950 (2) and decide which one we want.

950 – Prohibition Against Smoking. The code sections have been updated in this policy and slight technical corrections were made. The district should use this policy if it wishes to prohibit only smoking tobacco on district premises. **See alternate Policy No. 950, Tobacco Use on District Property** (below), **if the district wishes to prohibit the use of ALL tobacco products on district premises.**

950 – Tobacco Use on District Property. This policy is NEW. Our office has received numerous calls from districts requesting a policy that prohibits the use of all forms of tobacco on all district premises at all times. **If your district does not wish to prohibit all forms of tobacco, use Policy No. 950, Prohibition Against Smoking**

980 – Automated External Defibrillator (AED). This policy is NEW and OPTIONAL; however, it should be adopted in its entirety if the district elects to implement an AED program. This policy also includes **980P1 – Automated External Defibrillator (AED) Procedure.**

Recommendation: Discuss italics inputted by district. Accept

SECTION 1000: COMMUNITY RELATIONS

1006 – Registered Sex Offenders. This policy was originally updated and released in the December 2013 (4th quarter) model policy update set. Upon review, it was determined that the policy could use some clarification, as it was previously entirely in italics making it difficult to decipher required language (law) from optional language. Additionally, the “exceptions” section has been modified to more closely align with Idaho Code.

Recommendation: Most of this policy we accepted in February. They added two statements in italics for clarification.