



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**FROM THE OFFICE OF HUMAN RESOURCES**

TO: Board of Education  
Dr. Kent Mutchler

FROM: Craig Collins

RE: Policy Change Recommendations

DATE: January 8, 2014

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The following policies have been reviewed by the District 304 Policy Committee and come now to the Board for a first reading.

**1. Temporary Illness or Temporary Incapacity**

Policy 1430.07 Revised  
Policy 3430.07 Revised  
Policy 4430.07 New

These policies provides guidance on what benefits an employee is entitled to while out due to temporary illness or incapacity. It also addresses when an employee who has a temporarily illness or incapacity may be considered permanently disabled. It complies with the Americans with Disabilities Act provisions regarding reasonable accommodation. A similar new policy for support staff (4430.07) is being recommended for adoption.

**2. Use of Tobacco**

Policy 1615 Revised  
Policy 3215 Revised  
Policy 4215 Revised  
Policy 5512 Revised  
Policy 7434 Revised

The tobacco prohibition is extended to electronic and other substitute forms of cigarettes.

### **3. Military Leave**

Policy 1430.04 Delete

Policy 3430.04 Delete

Policy 4430.04 Delete

These policies are recommended for deletion, as the language is covered in policy 3430.05 Family Military Leave.

### **4. Criminal History Record Check**

Policy 1521 Revised

Policy 3121 Revised

Policy 4121 Revised

Pursuant to Public Act 97-0248 these policies has been revised to include language which requires a school district, upon request, from a school, school district, community college district or private school, to provide any information obtained by the District with respect to criminal history records checks and checks of the Statewide Sex Offender database. This revision reflects the current state of law and should be adopted to maintain accurate policies.

### **5. Physical Examination**

Policy 1560 Revised

Policy 3160 Revised

Policy 4160 Revised

These policies have been modified to include the confidentiality provisions included in both the Health Insurance Portability and Accountability Act (HIPAA), and the American with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA). This revision reflects the current state of law and should be adopted to maintain accurate policies.

### **6. Student Supervision and Welfare**

Policy 1613 Revised

This policy is being revised to bring it into conformity with similar policies for teachers and support staff.