

*Mid-State Special Education
Celebrating 50 Years of Service
1967-68 to 2017-18*

**Beginning of the Year Meeting
September 1, 2017**



MSSE Mission Statement: Everyone, every position within Mid-State Special Education is focused upon student achievement and well-being.

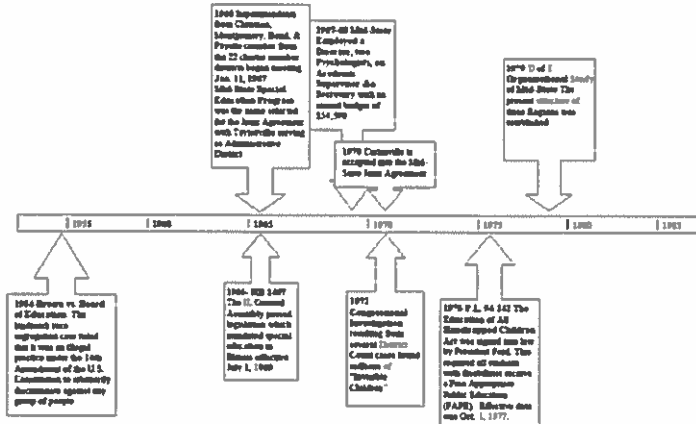
Agenda

- Welcome Back!
- Presentation by PSIC on Distracted Driving
- We're Celebrating 50 Years!
- New Staff, Mentors, & 2017 Retiree
- FY18 MSSE Action Plan
- MSSE IEP Procedural Guide
- Licensure, Professional Development, and Legally Mandated Trainings
- Evaluations, PGPs, & SMART Goals
- Staff Meetings & Schedules
- When You're Not at School
- Timekeeping/Work Days
- New SDS Employee Portal
- MSSE Policy Highlights & Job Description
- Person First Language
- The Butterfly Effect

We're Celebrating 50 Years of Service!

1967-68 to 2017-18

Mid-State Special Education Celebrates 50 Years of Service

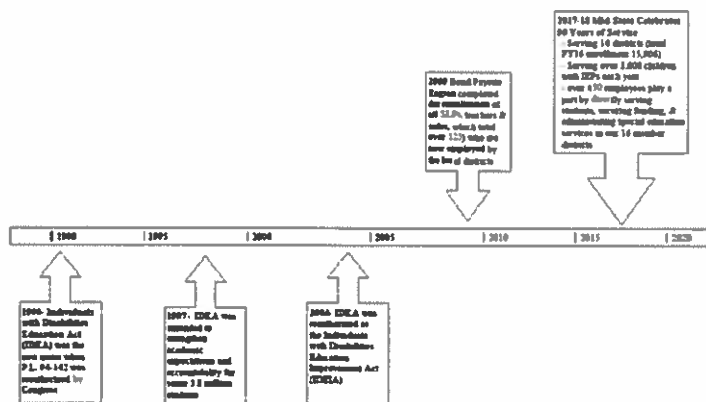


Mid-State, Everywhere, in every position, is Mid-State Special Education is focused upon student achievement and well-being.

We're Celebrating 50 Years of Service!

1967-68 to 2017-18

Mid-State Special Education Celebrating 50 Years of Service



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We welcome the following new employees:

Program Coordinator

Bobbi Hartman – Pana, Morrisonville, Nokomis, THS

School Psychologist

Michelle Camerena – Carlinville

Samantha Wiegand – Morrisonville, Nokomis, Panhandle

Social Worker

Jenna Griffith – Morrisonville, Nokomis, Panhandle

Vacant – Vandalia (part-time Kelda DeBarr)

We welcome the following new employees:

Transition Specialist

Joan Saatkamp – Bond/Fayette

Teacher of Hearing Impaired

BriAnn Langley – All districts

Payroll & Insurance Specialist

Sharon Langen

Special thanks to our 2017-18 Mentors:

Working with our new staff...

Tricia Kelley,

Nancy Roasio,

Laura Snyder,

Karen Baker



Congratulations on your Retirement!



Marcey
Guthrie



FY18 MSSE Action Plan

Goal Area: Improve student achievement and well being

Focus: Improve/Increase Progress in Identified Areas

STEP #	TARGET	ACTION STEP	STAFF INVOLVED	ACTION UPDATE
1	Expand performance through analyzing student specific data by district	<ul style="list-style-type: none"> •Analyze and examine district special education profiles as it relates to the following: <ul style="list-style-type: none"> Indicator 1 - Graduation Rate Indicator 2 - Dropout Rate Indicator 5 - Educational Environment Indicator 7 - Early Childhood Outcomes % Special Education Students Student Performance •Monitor, Review IEPs 	MSSE Administration Special Education Teachers Psych. & Social Work	
2	Use results to improve student outcomes	<ul style="list-style-type: none"> •Targeted professional development with groups of professionals with similar need targeting: <ul style="list-style-type: none"> Indicator 1 - Graduation Rate Indicator 2 - Dropout Rate Indicator 5 - Educational Environment Indicator 7 - Early Childhood Outcomes % Special Education Students Student Performance Behavior Co-teaching Reluctant learners Curriculum/Methodology 	MSSE Administration Psych. & Social Work Teachers Related Service Providers	

FY18 MSSE Action Plan

Focus: Compliance

STEP #	TARGET	ACTION STEP	STAFF INVOLVED	ACTION UPDATE
1	Write defensible IEPs	<ul style="list-style-type: none"> •Review and implement changes from Focused Monitoring and performance indicators •Provide support/training to staff •Review/Revise IEPs 	MSSE Administration Psych. & Social Work Special Education Teachers Related Service Providers	

MSSE IEP Procedure Guide

- ❖ The Revised IEP Procedure Guide can be found on the MSSE website under Staff Links.
- ❖ There are a few minor changes related to re-evaluations and discontinuing a related service.
- ❖ Lyn will provide a brief update! 😊

Licensure & Professional Development

- ❖ We are all responsible for maintaining our Professional Educator License in order to continue employment that requires licensure.
- ❖ I encourage you to be active in your professional organization and select a quality training to attend.
- ❖ Please share your ideas for topics that would be of interest and benefit to specific disciplines or across disciplines.
- ❖ Our goal is to continue to provide professional development opportunities to our staff as well as local district staff, as appropriate, in order to provide current relevant information related to special education and to provide opportunities to obtain Professional Development Hours locally and at no cost.

Crisis Prevention Institute

- ❖ All recertification courses will be a full-day during this rotation due to a change in the CPI content.
- ❖ Everyone needs CPI this year except Lyn, Wendy, Michelle D., Scarlett, Laura, Bobbi & our trainers: Brandy, Katie, Kelly, Ruth, Maggie
- ❖ You may choose to attend on Oct. 6th (thanks Maggie) or Oct. 27th (thanks Katie) from 8:00 a.m.- 4:00 p.m. at the MSSE office. Please email Susan to register.
- ❖ Reminder: As per 105 ILCS 5/10-20.33 Time Out & Physical Restraint is prohibited except when the student poses a physical risk to him/herself or others, there is no medical contraindication to its use, and the staff applying the restraint have ben trained in its safe application. The parents shall be informed whenever physical restraints are

Trainings Required by Statute

- ❖ All Mid-State employees must complete the Legally Required Trainings.
- ❖ In August, you received an email regarding required trainings. Let me know if you have any questions.
- ❖ Please complete these by Wednesday, November 1 and submit your documentation.



Evaluations, Professional Growth Plans, & SMART goals

- ❖ MSSE employees will be evaluated according frequency required legally or in policy.
- ❖ The sticker on your packet indicates if you are due for evaluation in FY18 and who will be responsible for leading the evaluation. Please let me know if you believe there is an error in our records.
- ❖ No changes have been made in the evaluation instruments. Your specific instrument was emailed to you along with the PGP and SMART Goals documents.
- ❖ Please email your PGP or SMART Goal(s) to me by October 2. I look forward to reviewing and talking with you. 😊

Infinitec: www.myinfinitec.org

- ❖ Our membership in Infinitec allows ALL of our member district staff to access the resources, training, and FREE professional development.
- ❖ Just use your school email to set up your account.
- ❖ Feel free to share this resource with others



Staff Meetings & Schedules

- ❖ We know your priority is serving students and your schools. If necessary, we will schedule a Region staff meeting or discipline specific meetings providing as much notice as possible. We know you are very busy!
- ❖ Teachers & Related Service Providers: E-mail your anticipated daily schedule to Susan if you have not already done so. She will share with the appropriate Region secretary and administrator, and me. Please email updated schedules periodically throughout the school year.

When You're Not at School...



- ❖ If you are absent for MORE THAN three consecutive days due to illness, a release to return to work (with or without restrictions) must be faxed or emailed (angie.armour@midstatespec.org) to the MSSE office **PRIOR** to your return.
- ❖ Unpaid leave for certified staff may only be taken in full day increments due to a TRS requirement.
- ❖ The Director will determine if a requested restriction can be accommodated. All employees must be able to perform their essential job functions. Sick leave, unpaid leave, and access of disability benefits may all be considerations for an employee who cannot perform the job with reasonable accommodations.

- ❖ All staff will use the new SDS Employee Portal to request leave (personal days, & unpaid leaves).
- ❖ Employees will enter sick leave into SDS (electronic approval with come to MSSE admin. either before or after the fact). **Always notify your Region secretary of your absence as well as any other MSSE or district individuals who need to be aware of your absence.**
- ❖ Professional Leave Requests (paper) should be sent to the Director for approval and registration. We will take care of entering into SDS.
- ❖ Additional contact information on disability leave benefits through TRS or IMRF are posted on the MSSE website. You can find this information after logging in on the left side near the bottom of the home page.

Timekeeping/Work Days

- ❖ Accurate completion of work days by licensed staff and hours worked by hourly employees is required.
- ❖ With the transition to SDS, additional safeguards and monitoring will occur.
- ❖ Inaccurate reporting of time will be investigated and reported. Discipline up to and including dismissal may occur as well as prosecution.
- ❖ At this time, hourly employees are not required to log in or out for your lunch period. The lunch break (minimum of 30 minutes per day) that is reported on your schedule will be automatically deducted from each day.

New SDS Time Clock & Employee Portal

- ❖ Refer to handouts for specific instructions.
- ❖ The Time Clock link is on the Mid-State website homepage:
<https://sdssl.schooloffice.com/SDS05/SDSWEBOFFICE/financeoffice/timeclock.aspx>
- ❖ The Employee Portal link is on the Mid-State website homepage:
<https://sdssl.schooloffice.com/SDS05/SDSWEBOFFICE/Login.aspx>
- ❖ Let's take a tour!

Now onto the required
MSSE Policies &
Procedures...



- ❖ The entire policy manual is available at www.midstatespec.org.

- ❖ Your packet contains copies of 5:20, 5:22, 5:50, 5:90, 5:120, 5:122, 5:125, 6:235, 5:188, 5:188-AP, 5:188-E, 5:230**, 7:20, & 4:15.
** certified staff only

- ❖ We will review these and other select policies.

- ❖ Please sign the verification form and turn in prior to leaving.

5:20 Workplace Harassment Prohibited

- ❖ MSSE expects the workplace environment to be productive, respectful, and free of unlawful harassment. Employees shall not engage in harassment or abusive conduct on the basis of any protective group status. Harassment of students is also prohibited.

- ❖ MSSE shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

- ❖ A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.
- ❖ Employees should report claims of sexual harassment to the Nondiscrimination Coordinator or a Complaint Manager.
- ❖ Nondiscrimination Coordinator:
Angela Armour, Director 526-8121
- ❖ Complaint Managers:
Brandy Buske, Administrator of Special Education Services 526-8121
Aaron Hopper, MC/C Board President 229-3124

5:22 Sexual Misconduct

- ❖ “Sexual Misconduct” means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury.
- ❖ Does not include “sexual harassment”
- ❖ Employees should report suspected incidents of sexual misconduct to the DCFS hotline (1-800-252-2873), the Building Principal and the Designated Child Abuse Counselor (Angie Armour, 526-8121)

5:50 Drug-and Alcohol-Free Workplace; Tobacco Prohibition

- ❖ All employees shall be prohibited from unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance or alcohol or possessing or using medical cannabis while on the premises or performing work for the Joint Agreement regardless of when or where the use occurred.

- ❖ As a condition of employment, each employees shall: Abide by the terms of this policy respecting a drug- and alcohol-free workplace; and Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the Joint Agreement premises or while performing work for the Joint Agreement, no later than 5 calendar days after such a conviction.
- ❖ Prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided the employee's work performance is not impaired.

- ❖ Policy 5:50 was amended in May 2013 to include Tobacco Prohibition. Policy 8:30, Visitors to and Conduct on School Property, applies to all employees. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the Joint Agreement at a school event regardless of the event's location. Tobacco shall have the meaning provided in section 10-20.5b of the School Code.
- ❖ This means if you smoke you must do so OFF SCHOOL PROPERTY during your scheduled duty-free lunch break.
- ❖ A violation of this policy may result in discipline, up to and including discharge.

5:90 Abused and Neglected Child Reporting)

- ❖ Any employee who suspects or receives knowledge that any student under age 18 or a student age 18-21 with a disability may be an abused or neglected child shall immediately report such a case to DCFS (1-800-25ABUSE or 1-800-524-2606) and follow their directions for completing a report within 48 hours at the nearest DCFS office. The employee shall promptly notify the Superintendent or Building principal of the resident district that a report has been made.

- ❖ The report shall include, if known: 1. Name and address of the child, parent/guardian names, or other persons having custody; 2. Child's age; 3. Child's condition, including evidence of previous injuries or disabilities; and 4. Any other information that the reporter believes may be helpful to DCFS for its investigation. Form is found at: <http://www.state.il.us/DCFS/docs/cants8.pdf>
- ❖ Any Joint Agreement employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline 800-843-5678 or www.cybertipline.com , and the Special Education Director or Principal.

- ❖ Any Joint Agreement employee who observes any act of hazing that does bodily harm to a student must report that act to the Principal and Director (or designee) who will investigate and take appropriate action.
- ❖ If hazing results in death or great bodily harm, the employee must first make the report to law enforcement .
- ❖ Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

- ❖ Before beginning employment, all Joint Agreement employees must sign the *Acknowledgement of Mandated Reporter Status* form. Complete mandated reporter training within one year of initial employment and at least every 5 years after that date (may be more frequent).
- ❖ Reference requests by other special education or school districts must include notification that the employee is the subject of a DCFS investigation (record will be deleted if unfounded).
- ❖ Director shall notify the State Director and the Regional Director in writing when s/he has reasonable cause to believe that a certificate holder was dismissed or resigned as a result of an act that made a child an abused or neglected child.

Additional Information:

- ❖ Mandated reporters-All school personnel are included.
- ❖ "Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional or official capacity may be an abused or neglected child."
- ❖ Willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a class 4 felony (second or subsequent violation).
- ❖ Form following phone report is found at <http://www.state.il.us/DCFS/docs/cants8.pdf>
- ❖ Abused and Neglected Child Reporting Act http://www.state.il.us/dcfspolicy/pr_policy_laws.shtml

- ❖ Professionals may be subject to penalties by their regulatory boards or employers.
- ❖ State law protects the identity of all mandated reporters.
- ❖ Detailed information is available in the DCFS Manual for Mandated Reporters.
- ❖ Corporal punishment is not allowed in schools. DCFS has seen an increase in the past several years of hotline calls against school staff.

"Abused child" means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

(a) inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

(b) creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

(c) commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 2012 or in the Wrongs to Children Act, and extending those definitions of sex offenses to include children under 18 years of age;

(d) commits or allows to be committed an act or acts of torture upon such child;

(e) inflicts excessive corporal punishment;

(f) commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 2012, against the child;

(g) causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act or in violation of the Methamphetamine Control and Community Protection Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription; or

(h) commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons as defined in Section 10-9 of the Criminal Code of 2012 against the child.

"Neglected child" means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is subjected to an environment which is injurious insofar as (i) the child's environment creates a likelihood of harm to the child's health, physical well-being, or welfare and (ii) the likely harm to the child is the result of a blatant disregard of parent or caretaker responsibilities; or who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care;

or who has been provided with interim crisis intervention services under Section 3-5 of the Juvenile Court Act of 1987 and whose parent, guardian, or custodian refuses to permit the child to return home and no other living arrangement agreeable to the parent, guardian, or custodian can be made, and the parent, guardian, or custodian has not made any other appropriate living arrangement for the child; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child shall not be considered neglected for the sole reason that the child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time.

A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Article 26 of The School Code, as amended.

5:120 Ethics and Conduct

- ❖ All Joint Agreement employees are expected to maintain high standards in their professional relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain appropriate professional relationships with students, parents, staff members, and others.
- ❖ Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

- ❖ Board Policy 2:105, Ethics and Gift Ban, applies to all Joint Agreement employees. Students shall not be used in any manner for promoting a political candidate or issue.
- ❖ In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

- ❖ For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the Joint Agreement nor shall an employee act as an agent of any business in any transaction with the Joint Agreement. This includes participation in the selection, award or administration of a contract supported by federal award when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. &200.318(c)(1). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.
- ❖ Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

5:122 MSSE Professional Standards

All MSSE employees shall:

1. Demonstrate regular attendance, punctuality and compliance with established policy, routine or procedures related to an employee's time on duty.
2. Display honesty and integrity in the workplace.
3. Exhibit conduct that is respectful of the business conducted by the cooperative, and of the rights of others as related to interactions with students, staff, parents/guardians, and community members.

4. Maintain a safe and healthy environment in which students and staff are not subject to harassment, discrimination, intimidation, bullying, violence and/or substance abuse.
5. Uphold confidentiality as related to student, personnel, financial records and closed session board meeting discussions/minutes.
6. Exhibit truthfulness and responsibility in dealing with public records, funds, and property.

7. Demonstrate conduct that is reflective of recognized professional standards or a "reasonable person standard."
8. Comply with legitimate directives given by supervisors.
9. Abide by all state and federal laws and rules/regulations and MSSE policies and procedures.



5:125 Personal Technology and Social Media: Usage and Conduct

(Revised January 18, 2017)

- ❖ Please be sure to review the provided copy of this revised policy as well as your district policy.
- ❖ The revised policy defines:
Social Media: "...This includes...services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.*"

Personal technology – Any device that is not owned by the Joint Agreement (or district) or otherwise authorized for Joint Agreement use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication of information networks. This includes laptop computers, tablets, smartphones, and other devices.

- ❖ It is important that all Mid-State employees maintain high standards in their school relationships. This includes Joint Agreement employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, 5:100, 5:120, 6:235, 7:20, and the Ill. Code of Educator Ethics.
- ❖ Choose a joint agreement (or district) provided or supported method whenever possible to communicate with students and their parents/guardians.

- ❖ Use of personal technology and social media shall not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
- ❖ Comply with policy 5:130, Responsibilities concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or Joint Agreement employees with out proper approval or consent.
- ❖ Use of personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or be disruptive to the school environment or its operation.
- ❖ Staff who violate this policy will be subject to remedial and disciplinary action up to and including dismissal.

- ❖ Assume all risks associated with the use of personal technology and social media at school including students' viewing of inappropriate Internet materials through your personal technology or social media.
- ❖ Staff who violate this policy will be subject to remedial and disciplinary action ranging from prohibiting the employee from possessing or using any personal technology or social media at school up to and including dismissal and/or indemnification of the Joint Agreement for any losses, costs, or damages, including reasonable attorney fees, incurred by the Joint Agreement relating to violation of this policy.
- ❖ Adhere to the personal technology and social media policies and procedures of the individual member districts.

- ❖ Employees are cautioned that they should have no expectation of privacy while using Mid-State or District internet, technology, equipment or facilities for any purpose.
- ❖ The Joint Agreement and Districts use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.
- ❖ The Joint Agreement reserves the right to use content management tools to monitor, review or block content on blogs that violate district blogging rules and guidelines.

6:235 Access to Electronics

- ❖ All use of the Joint Agreement's electronic networks must be: (1) in support of education and/or research, (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the Joint Agreement's electronic networks. Electronic communications and downloaded material including files deleted from a user's account but not erased, may be monitored or read by school officials.

- ❖ The acceptable use policies and procedures of the individual member districts shall be followed.
- ❖ All users shall maintain the confidentiality of student records.
- ❖ The failure of any staff member to follow the terms of the Joint Agreements administrative procedure, Acceptable Use of the Joint Agreement's Electronic Networks, or this policy, may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

5:188 Attacks on School Personnel

- ❖ Incidents of aggravated battery committed against staff will be reported to local law enforcement authorities as well as the Department of the State Police's Uniform Crime Reporting Program.
- ❖ 5:188E must be completed and submitted to the Administrator of Special Education Services or designee on the same date the incident occurred.
- ❖ "Aggravated Battery" means there was physical harm to the victim. **The student must have knowingly acted with the intent to harm the victim.**
- ❖ If you are choosing to engage with the student (implementing CPI or performing a job duty), the action is not aggravated battery.

5:230 Maintaining Student Discipline (Applies to Certified Staff)

- ❖ "Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness." The Director shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board policies and administrative procedure on student conduct, behavior, and discipline.
- ❖ Discuss situation with the student.
- ❖ Discuss with principal and/or parents.
- ❖ Do not use disciplinary methods which may be damaging to students (ridicule, sarcasm, or excessive temper displays).

- ❖ Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used.
- ❖ Teachers may use reasonable force to keep students, school personnel, and others safe, or for self-defense of property.

7:20 Harassment of Students Prohibited*

- ❖ No person shall harass, intimidate or bully a student on the basis of actual or perceived: race color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

- ❖ Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- ❖ Examples of sexual violence include rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

- ❖ Sexual Harassment of students is prohibited.
- ❖ Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual or sex-based nature.
- ❖ Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- ❖ Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, or a Complaint Manager of the member district.

- ❖ An allegation that one student was sexually harassed by another student shall be referred to a member district administrator, for appropriate action.

- ❖ Any Mid-State employee who is determined, after investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge.

7:270 Administering Medicines to Students

- ❖ The policies and procedures of the individual member districts shall be followed.

4:15 Operational Services: Identity Protection(revised May 17, 2017)

- ❖ You are being provided with a copy of this policy due to the recent revision.
- ❖ Be assured, that our staff take great care in protecting all of our confidential personal information, including our social security numbers.

Job Descriptions

- ❖ All employees must be able to meet the Qualifications, Essential Job Functions, and Expectations for the particular position employed.
- ❖ Your Job Description is in your packet.
- ❖ Questions? Let me know!

Person First Language

❖ <https://www.youtube.com/watch?v=RpeVUWvP-gl>

❖ Words Matter! Please respect those we serve by using People First language.

EVERY SINGLE THING
YOU DO MATTERS.



Your life...
And what you do with it today...

MATTERS FOREVER

Taken from "The Butterfly Effect" by Andy Andrews
<https://www.youtube.com/embed/mo6fBAT8f-s>