

# Regional Office of Education

## Mason-Tazewell-Woodford Counties

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### MANDATED & RECOMMENDED TRAININGS FOR SCHOOL PERSONNEL

*(This is an evolving document based upon current and/or pending legislation. Though presumed accurate, it may not be all-inclusive. Not all mandates are located in School or Administrative Code, but also found in code books based upon the State or Federal governmental unit adopting them.) 8/2/19*

#### **MANDATED TRAININGS (for certified staff & those who work with pupils, per code)**

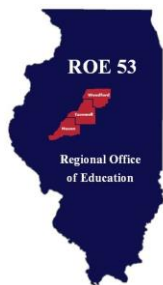
##### **\*\*NEW\*\* SEIZURE SMART SCHOOL ACT 30 ILCS 805/Effective July 1, 2020 –**

Requires a school to provide training for all school employees in the basics of seizure recognition and first aid and appropriate emergency protocols. Training must be fully consistent with best practice guidelines issued by the CDC. In a school with at least one student with epilepsy is enrolled, a delegated care aide must be trained to perform tasks necessary to assist the student in accordance with his or her seizure plan. Seizure action plan must be provided to any school employee who transports a student with epilepsy. Effective 7/1/20

**\*\*NEW\*\* STUDENT DISCIPLINE, PROMOTION OF STUDENT ATTENDANCE, AND ENGAGEMENT: 105 ILCS 5/10-22.6(c-5)** Districts shall make reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, SRO's, and staff on the adverse consequences of school exclusion and justice system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates. Effective 1/1/19

**MENTAL HEALTH ISSUE IDENTIFICATION & COURSE OF ACTION: 105 ILCS 5/10-22.39, 105 ILCS 5/34-18.7** - Requires a school board to adopt and implement a policy on how to recognize mental health issues and how to properly address them. A school board shall require in-service training of licensed school personnel and administrators to include, at least once every 2 years, training on the current best practices regarding the identification of and recommended courses of action for mental health issues. Effective 7/1/18

**\*\*NEW\*\* SHORT-TERM SUBSTITUTE TEACHER TRAINING: 105 ILCS 5/10-20.67 –** **This pertains to the new law for those subs with an Associates Degree.** Each school board shall, in collaborating with it's teachers/union, jointly develop a short-term sub teacher training program that provides these substitutes with information on curriculum, classroom management techniques, school safety, and district and building operations. If you already have a sub-training program in place you can use that one. Effective 7/1/18



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**CULTURAL COMPETENCY AND RACIAL BIAS: 105 ILCS 5/10-20.61** – (all personnel at least once): Effective July 1, 2017, in-service training required for school personnel to include training to develop cultural competency, including understanding and reducing implicit racial bias, including affective, behavioral, and cognitive bias.

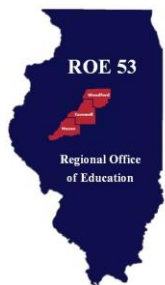
**AMERICANS WITH DISABILITIES ACT (ADA): 105 ILCS 5/3-11** – (mandated at least every 2 years for teachers and administrators: Beginning with the 2016-2017 school year, the teachers institutes shall include, at least once every two years, instruction on the federal Americans with Disabilities Act as it pertains to the school environment.

**ADD/ADHD: 105 ILCS 5/10-20.36** – (mandated at least once every two years) **certified staff and administrators:** Requires that at least once every 2 years, the in-service training of certified school personnel and administrators includes training on current best practices regarding the identification and treatment of ADD/ADHD, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psycho-stimulant medication for school-age children.

**ASTHMA TRAINING: 105 ILCS 5/22-30** Every 2 years, school personnel who work with pupils shall complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting. ISBE shall make resource materials available for educating school personnel and emergency response in the school setting. Effective 8/19/16.

**BLOODBORNE PATHOGENS: OSHA 29CFR 1910.1030(g)** – (Mandated upon hire and annually thereafter, plus when job duties change increasing exposure.) Section (g)(2)(ii) specifies that training shall be provided at the time of initial assignment to tasks where occupational exposure to blood or other potentially infectious materials (OPIM) may take place, and at least annually thereafter. Section (g)(2)(v) states that additional training shall be provided when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure.

**DCFS; CHILD ABUSE AND NEGLECT: 105 ILCS 5/10-23.12** – (mandated reporter training once every five years, for staff who work with pupils) Schools must provide staff development for local school personnel who work with pupils in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect. (HB2245) (P.A. 098-0408) Training website: <https://www.dcfstraining.org/manrep/index.jsp>



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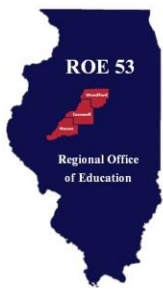
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**DIABETES: (105 ILCS 145/25) (Mandated at least annually if any child in school has diabetes, for all school employees)** If any student has diabetes, all school employees must receive training in the basics of diabetes care, recognizing medical emergencies for those with diabetes, and who to call in case of an emergency whenever the plan changes or at least annually. **Delegated Care Aides must also be appropriately and extensively trained** to perform the necessary tasks.

**EDUCATOR ETHICS: (Mandated every two years for all personnel) – 105 ILCS 5/10-22.39f** Requires school boards to conduct in-service training on educator ethics, teacher-student conduct, and school employee-student conduct at least every two years for all personnel.

**EXPECTING/PARENTING YOUTH, DOMESTIC AND SEXUAL VIOLENCE: For Personnel Working with Pupils – 105 ILCS 5/10-22.39d (Mandated at least every two years)** At least once every 2 years, an in-service training program for school personnel who work with pupils, including, but not limited to, school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, and school nurses, must be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth and shall include training concerning (i) communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth, (ii) connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed, and (iii) implementing the school district's policies, procedures, and protocols with regard to such youth, including confidentiality. At a minimum, school personnel must be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.

**FOOD ALLERGY AND ANAPHYLACTIC SHOCK GUIDELINES: 105 ILCS 5/2-3.149 105 ILCS 5/22.39 e (Training mandated at least every two years for all school personnel that work with pupils):** An in-service training program must be provided to all school service personnel that work with pupils, by persons with expertise in life-threatening food allergies, anaphylactic reactions, the administration of medication with an auto-injector, and protocols to prevent exposure to food allergens.



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**SEXUAL HARASSMENT AND DISCRIMINATION: Title IX 20 U.S.C. 1681 - Mandated for Coordinator and Recommended for all personnel, annually (Tips for School Districts to Avoid Liability)** (from Title IX Enforcement on Sexual Harassment)  
[http://www.isbe.net/funding/pdf/sexual\\_harass.pdf](http://www.isbe.net/funding/pdf/sexual_harass.pdf)

- #1. Maintain a published sexual harassment policy with specific complaint procedures to assert possible defenses, if necessary.
- #2. Act promptly to investigate, and, if necessary, take appropriate remedial action regarding all complaints received under the policy.
- #3. Re-examine your current sexual harassment policy to make sure it includes a complaint procedure that is accessible to employees, maintains confidentiality, provides for timely and thorough investigation and includes adequate remedial measures
- #4. Make sure all your employees are aware of your sexual harassment policy. Revisit the policy with supervisors--in meetings or training--to ensure that they understand your policy and how to prevent sexual harassment in the workplace.

**MENTAL ILLNESS AND SUICIDE PREVENTION TRAINING: 105 ILCS 5/10-22.39 (b) 105 ILCS 5/34-18.7, PA 098-0471 HB3070 (Mandated as needed for staff who work with pupils)** School guidance counselors, teachers and other school personnel who work with pupils in grades 7 through 12 shall be trained to identify the warning signs of mental illness and suicidal behavior in adolescents and teens and shall be taught appropriate intervention and referral techniques.

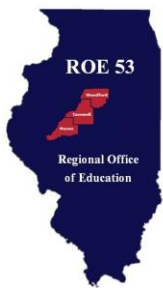
**TEEN DATING VIOLENCE: 105 ILCS 110/3.10**

School employees for grades 7-12 must be familiar with policy and procedures for dealing with teen dating violence.

### **MANDATED ADMINISTRATOR TRAINING:**

**EDUCATOR EVALUATOR TRAINING: 105 ILCS 5/24A-3 (a) - (Mandated immediately**

**And once every 5 years)** Any evaluator undertaking an evaluation after September 1, 2012 must first successfully complete a pre-qualification program provided or approved by ISBE, **AND** complete a refresher training as provided or approved by ISBE, at least once in each license renewal cycle.



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### **MANDATED BOARD MEMBER TRAINING:**

#### **EDUCATOR EVALUATOR TRAINING BASED ON PERA: Performance Evaluation Reform Act—PA 96-0861 & PA 97-008 (105 ILCS 5/24A-3 ) (Mandated, once)**

Prior to voting on any dismissal that is based upon the "Optional Alternative Evaluative Dismissal" (OAED) process for PERA evaluations, school board members must complete a training program on the Performance Evaluation Reform Act (PERA) administered or approved by ISBE.

#### **PROFESSIONAL DEVELOPMENT LEADERSHIP TRAINING FOR BOARD MEMBERS: (PA 97-08) 105 ILCS 5/10-16a (Mandated)**

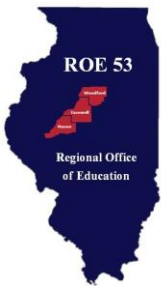
Each School Board Member elected or appointed to their seat for a term beginning after June 13, 2011 must complete within the first year of their term a minimum of 4 hours of professional development leadership training covering topics in education and labor law; financial oversight and accountability; and the fiduciary responsibilities of a board member.

#### **OPEN MEETINGS ACT TRAINING: PA 97-504 new 5 ILCS 120/1.05 (mandatory)**

Every school board member must complete the training developed and administered by the Public Access Counselor within one year of the effective date if in office as of January 1, 2012 or within 90 days after taking office.

#### **FREEDOM OF INFORMATION ACT (FOIA): 5 ILCS 140/3.5 (b)—Mandated for the FOIA officer annually, within 30 days after appointment.**

Available on-line at <https://foia.ilattorneygeneral.net/CreateAccount.aspx>



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### **MANDATED BUS DRIVER TRAINING:**

**BUS DRIVERS: 625 ILCS 5/6-106.1 (8) 105 ILCS 5/3-14.23 (mandated annually for all drivers)** The Regional Office of Education will present 8 hours of training for new bus drivers and an annual two-hour refresher course is mandated each year after that. (Contact ROE for class schedule.)

### **MANDATED TRAINING FOR COACHES, ACTIVITY SUPERVISORS, AND P.E. TEACHERS:**

**AED TRAINING: 210 ILCS 74, Part 525 AED Code, Section 525.400 – mandated every 2 years** Each district must adopt a plan that ensures that all physical facility staff that conduct classes, practices, or games indoors or outside have been trained to be AED users and must have an AED available at every class, practice, and game, whether located indoors or outdoors. An AED user must be on staff during staffed business hours and a policy on handling AED emergencies must be on file with the Department of Public Health.

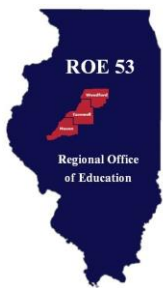
### **CONCUSSIONS - 105 ILCS 5/10-20.53 – mandated training for coaches as needed**

Each school district shall use education materials provided by the Illinois High School Association to educate coaches, student athletes, and parents and guardians of student athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury. **(training PE teachers also advisable)**

### **TRAININGS FOR CUSTODIAL, MAINTENANCE, & FOOD SERVICE STAFF:**

#### **FOOD HANDLERS: PA 098-0566 – IDPH, 410 ILCS 635/3.05 ([click here for FAQs - p. 3](#))**

required of any individual working with unpackaged food, food equipment or utensils, or food-contact surfaces **by July 1, 2016** for current employees - not required for unpaid volunteers. New hires must have within 30 days after employment. Acceptable food handler trainings are those registered and approved by IDPH. Good for 3 years unless they move to another employer – then would have to retake.



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### **ASBESTOS TRAINING: Illinois' Asbestos Abatement Act and Code – IDPH**

mandates that one staff member be designated per district and trained to oversee the asbestos management plan activities AND ensure that all custodial and maintenance staff complete a two-hour asbestos awareness training and 14 hours of operations and maintenance training as described in AHERA. (A complete set of asbestos rules can be viewed here or by contacting: Illinois Department of Public Health; Asbestos Program; 525 W. Jefferson St.; Springfield, IL 62761-0001; 217-782-3517; TTY (hearing impaired use only) 800-547-0466.

### **HAZARDOUS MATERIAL TRAINING: 105 ILCS 5/10-20.17a – (mandated as needed for mostly custodians and maintenance personnel as well as science/chemistry teachers.)**

To enhance the safety of pupils and staff, the school should provide in-service training programs on the safe handling and use of hazardous or toxic materials for personnel in the district who work with such materials on a regular basis. Such programs shall be approved by the State Board of Education in consultation with the Illinois Department of Public Health. Your insurance company may provide such training.

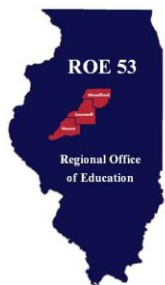
### **INTEGRATED PEST MANAGEMENT (IPM): TRAINING –IDPH–225 ILCS 235/10.2 (mandated needed if.....every five years)**

Each school district is required to assign a designated person to assume responsibility for oversight of the IPM. If it is not economically feasible to adopt an integrated pest management program, the district must provide written notification to the Department of Public Health which includes projected pest control cost comparisons and require its designated person assigned to assume responsibility oversight of the integrated pest management program to attend an applicable training course on integrated pest management.

### **MANDATED TRAINING FOR PERSONNEL THAT HAVE ACCESS TO SOCIAL SECURITY NUMBERS:**

**IDENTITY PROTECTION ACT TRAINING: 5 ILCS 179/35 (2) (mandated)** All who are employed must be trained to protect the confidentiality of social security numbers.





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### **MANDATED TRAINING FOR SPECIAL ED. STAFF:**

#### **PARAPRO TRAINING: 23 Admin. 226.800 (k) (1) (2) (3) 105 ILCS5/14-9.01**

**(mandated, as needed)** Each non-certified professional individual employed in a special education class, program, or service, and each individual providing assistance at a work site, shall function under the direct supervision of a professional staff member and receive in-service training experiences appropriate to the nature of their responsibilities.

**TIME-OUT AND PHYSICAL RESTRAINTS: 105 ILCS 5/10-20.33 (mandated for any staff allowed to do restraints)** In order to do physical restraints, staff members must be trained in safe application.

### **RECOMMENDED TRAININGS PER SCHOOL CODE:**

#### **AIDS AWARENESS: (recommended for staff who work with pupils) – 105 ILCS 5/10-22.39 (c), 105 ILCS 5/34-18.8**

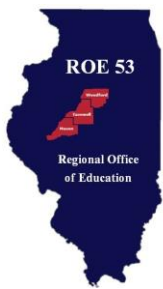
School guidance counselors, nurses, teachers and other school personnel who work with pupils may be trained to have a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS), including the nature of the disease, its causes and effects, the means of detecting it and preventing its transmission, and the availability of appropriate sources of counseling and referral, and any other information that may be appropriate considering the age and grade level of such pupils.

**BULLYING PREVENTION: 105 ILCS 5/27-23.7 – (Recommended for all school personnel every 2 years)** School districts should educate students, parents and elementary/secondary school personnel about what behaviors constitute prohibitive bullying. Each school district shall create and maintain a policy on bullying, which must be filed with the State Board of Education, and communicate its policy on bullying to students and their parents/guardians on an annual basis. The policy must be updated and filed with the State Board of Education every two years.

#### **CHRONIC HEALTH CONDITIONS: 105 ILCS 5/3-11 – (mandated as needed, but very vague)**

Requires teachers' institutes to include instruction on prevalent student chronic health conditions. (No further specifics are listed in the code.)





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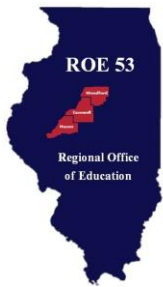
### **FIRST AID/CPR: (Recommended for one/all/coaches/ PE teachers) – 105 ILCS 110/3**

The school board of each public elementary and secondary school in the State shall encourage all teachers and other school personnel to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques, including without limitation the Heimlich maneuver and rescue breathing. The training shall be in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization. Each school board is encouraged to have in its employ, or on its volunteer staff, at least one person who is certified, by the American Red Cross or by another qualified certifying agency, as qualified to administer first aid and cardiopulmonary resuscitation. In addition, each school board is authorized to allocate appropriate portions of its institute or in-service days to conduct training programs for teachers and other school personnel who have expressed an interest in becoming qualified to administer emergency first aid or cardiopulmonary resuscitation. Training through American Red Cross is recommended at least every 2 years. **CPR/AED TRAINING VIDEO according to HB 1225: 105 ILCS 25/1.10 (if it becomes available)** Bill requires the IHSA to post a training video on CPR and AED's on the IHSA website, requiring school districts to notify parents and staff of the posted video and encourage parents and staff to view it. (See also AED recommendation on p.3)

### **GANG RESISTANCE: 105 ILCS 5/27-23.10 – (Recommended for teachers)**

The State Board of Education may assist in the development of instructional materials and teacher training in relation to gang resistance education which should be taught in grades K-12. A school board must collaborate with State and local law enforcement agencies when planning curriculum that includes consequences of gang involvement, conflict resolution, cultural sensitivity, personal goal setting, and resisting peer pressure.

**VIOLENCE PREVENTION, CONFLICT RESOLUTION, & PEER COUNSELING: 105 ILCS 5/27-23.4 105 ILCS 5/3-11 (Mandated only if state provides funding....hence currently just recommended)** School districts must provide instruction to students in grades K-12 on these topics in hopes of preventing at-risk students from committing violent acts. Teacher institutes shall include teacher training committed to (i) peer counseling programs and other anti-violence and conflict resolution programs, including without limitation programs for preventing at risk students from committing violent acts.



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**STUDENT RECORDS ACT: 105 ILCS 10/3 (Highly recommended to help avoid potential issues)**

All such regulations and any rules and regulations adopted by any school relating to the maintenance of, access to, dissemination of or challenge to school student records shall be available to the general public. Each school shall take reasonable measures to assure that all persons accorded rights or obligations under this Act are informed of such rights and responsibilities. The principal of each school or the person with like responsibilities or his or her designate shall take all action necessary to assure that school personnel are informed of the provisions of this Act.

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