

Opening In-service 2018-2019

Welcome
Back!
August 22,
2018



Many thanks to the Misses Cramer and their band! We enter the year as defending champions!

Since it didn't happen until everything was packed up and put away, we never did celebrate the Lady Trojans PIAA AA Softball State Championship!

If you see the girls in the hallway, please take a moment and congratulate them – I didn't invite them here today, because I think they are up to here in special ceremonies. That said, it means very much to the girls to be recognized by their teachers.

Opening Remarks

Evan P. Williams, Superintendent

- Welcome
- Mission – to empower students to be lifelong learners in order to reach their greatest potential
- Everyone wants their students to succeed!
- Acts notwithstanding, kids want to succeed!
- Remember every child is the apple of someone's eye. It is our job to help every child grow to be more than he or she was last year.



Personalized, Project-Based Learning

1. The Discovery Program

2. The Trojan Enhanced Learning Initiative

3. K-12 Career Guidance – Smart Futures

Character Initiatives - “Character is who you are when no one is looking.”

In the elementary and middle schools, and now in the high school the Discovery process has had a very positive effect upon student discipline.

School Wide Positive Behavior Support, character education, may seem like “substitute parenting,” but it is “supplemental parenting.” In the society we live in, where so much of all of our lives is dominated by technology and a harrowing pace, we use the Discovery process to slow down the influence of popular culture and reinforce the lessons in values that need to be taught. These lessons used to be reinforced again and again through social interactions in various settings with responsible adults throughout the community. Unfortunately, that aspect of our society has diminished over time with the rise of communications media that take the “person” out of personal contact.

Therefore, we talk and teach “character” to help our students develop the desire to fulfill their promise, their conscience, the desire for truth, and the desire to serve the greater good.

The Future – The Trojan Enhanced Learning Initiative, TELI



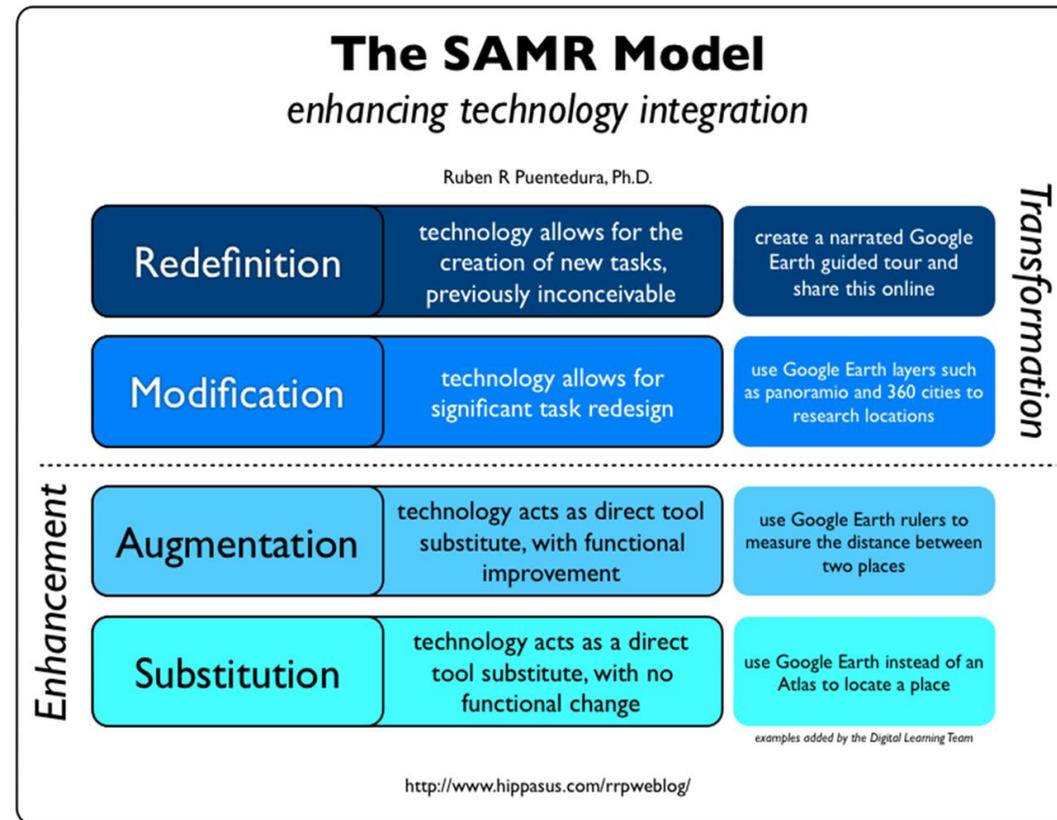
TELI is a learning initiative first.

Phase I started last year – high school teachers and students have iPads capable of creating totally new, **transformed personal** learning experiences.

In Phase II, this year, we will deploy four iPad carts in the middle school, two up, two down, and more Apple devices in the media center, aka the library.

Our intent is to prepare middle school students for 1:1 at the high school and create the conditions for 1:1 success at the middle school.

Drive tasks above the line to create transformational learning!



Give all students the opportunity!

Behind a one-to-one initiative, is the necessity to give every kid the opportunity to excel.

Once again, this year most of our teacher in-services will be building level, with notable exceptions, like today.

This year we will attempt to offer more “menus” of professional development, including iPad specific training. This year, we also have a mandatory training in Deescalation Techniques, which is today, and another mandatory training in November on the homeless under the McKinney Vento act.

Employee Recognition

First, thanks to the custodians, maintenance workers, and the secretaries for all the work they have done over the summer to prepare the buildings for the coming year.

Thanks to all our wonderful teacher assistants and personal care aides who support our needier populations.

There are never enough words to honor all the good things people do for the schools and the district.

A New Custodian

Let us recognize the new employee:

ES/MS Complex – John Fetterhoff (who's been here a while)

New Employees (explained)

New Teachers (sort of) –

- Eowyn Durham, UDAES Special Needs (been here since Thanksgiving)
- Wendi Griffiths, First Grade, UDAES (been subbing FFE)

New Teachers (really) -

- Madison Lagerman, UDAMS Special Needs
- Lucas Frey, UDAMS Mathematics
- Blake Bowman, UDAHS Social Studies
- Gerry Stauffer, UDAHS Carpentry/Construction Trades

New Employees (explained)

New Teaching Assistants (really)

- Tande Hoffman-Stoneroad, Life Skills
- Heather Burget – Middle School
- Jackie Collier – Autism Support
- Jilliesa Kieffer – K-1

New Personal Care Assistants, with notes -

- Rebecca Webster, UDAES for now (hired April 2018)
- Tammy Sheesley, UDAMS
- A PCA to be named soon! UDAHS

District Goals, 2018-2019

Communications

Goal #1: : Improve engagement with schools, families, and communities through social media, SAPPHIRE, web presence, events, and activities.

Assessment of this goal:

- 1. Increase Facebook likes and website hits**
- 2. Disseminating parent newsletters**
- 3. Surveys communicated through social media**
- 4. SAPPHIRE communication logs**
- 5. District and building calendars**
- 6. Sign-in sheets**
- 7. Monitoring and reflection**

Student Learning

Goal #2: Use student assessment data to support instructional decision-making and to facilitate differentiated instruction at all grade levels to maximize student achievement and active engagement, including promotion of the Trojan Enhanced Learning Initiative to create personalized transformational learning experiences.

Assessment of this goal:

1. Using assessment data
2. Work of data teams
3. Shifting of Multi-Tier System of Supports, MTSS, groups
4. Results of 1:1 implementation
5. Guidance monitoring
6. Reflection and monitoring

Civility

Goal #3: Encourage empathy among all members of the school community through character education, in-service training, and community outreach.

Assessment of this goal:

1. Refinement of character education
2. Discipline data
3. Standardized test scores
4. End of the year surveys
5. Monitoring

Safety

Goal #4: Strengthen the district commitment to safety through revision and dissemination of the All-Hazards Plan, partnering with first responders including the county, continued development of the Joint School Safety Task Force, professional development, and a comprehensive regimen of practice.

Assessment of this goal:

1. Implementation calendar and check-off
2. Meeting minutes
3. Reporting in Google Suite
4. Student and parent surveys
5. Monitoring

And Communications: Social Media

Facebook

<https://www.facebook.com/udasdtrojans>

On our Facebook page, especially, and on your personal Facebook pages, please be mindful of the nature of the content you post. You certainly have a right to express yourself, but that is governed by Policy 320. Freedom of Speech in Non-school Settings, a policy which directly references the school code, which states:

In situations in which a district employee is not engaged in the performance of assigned duties, s/he shall:

1. State clearly that his/her comments represent personal views and not those of the district.
2. Refrain from comments that would interfere with the maintenance of student discipline.
3. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy.
4. Refrain from making threats against co-workers, supervisors or district officials.

Remember you are still bound by FERPA and HIPAA.

Also, **please remember that some of your friends could post content which may impact you.**

Policy and Administrative Regulations

To access the current UDA Policy Manual, go to udasd.org

Click Leadership. Select “School Board and Policies,” the first item in the drop-down menu.

Under “Quick Links,” select “Board Docs Meetings and Policies.”

Click “Enter Public Site.”

Click “Policies” on the menu bar, and the policy manual appears.

As you did previously, click the tab relevant to the policy you wish to read.

Administrative Regulations are on the Google Team Drive.

Including the Administrative Regulation - Prohibited Conduct for All Employees under Policy 317

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Examples

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails, or other communications of a personal nature with a student.
3. Giving personal gifts, cards, or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home. Going to a student's home without a legitimate educational reason.

More Examples...

11. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
12. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
13. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
14. Telling a student personal secrets or sharing personal secrets with a student.
15. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
16. Furnishing alcohol, drugs, or tobacco to a student or being present where any student is consuming these substances.
17. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.

Do not forget!

1. You are responsible for maintaining your certificate.
2. You must follow policy and the law.
3. Remember to maintain confidentiality.

If you have questions or doubts, please ask!

Legal Updates

Responsibilities

Title VII – Harassment and Bullying/Cyberbullying

Act 26 Cyber Harassment

Confidentiality Guidelines – FERPA and HIPAA

USDE: Missions of all schools

Schools will educate all students.

Schools will provide a safe and orderly environment for all students.

Schools will protect the health, safety, and welfare of all students and staff.

Therefore:

An Educator has to do what an educator has to do!

Schools (teachers/administrators) actions may not be arbitrary, capricious, or deliberately indifferent

Avoid the appearance of

Malfeasance - mal (evil) faire (to do)

Misfeasance - misdo; improper exercise of authority

Nonfeasance - omission of some act which ought to have been done

Keep Yourself Safe!

Are you aware? If a situation exists, you must address it.

If so, did you **investigate**? Question the student.

Did you make a **decision**? Call the principal.

Did you **take appropriate action with no intent to harm the child**? Escort the child to the office: call parents and police.

Throughout the process, **inform those who need to know!** In this sample, school authorities need to know, parents need to know and so do the police, even if the parents refuse to allow their child to be questioned by the police unless they are present!

Students and the Police!

1. School professionals and administrators have the right to exercise the same authority as a parent, guardian, or person in parental relation concerning conduct and behavior over the students while those students are in attendance at school, school activities, or going to and from their homes.
2. Students rights are guaranteed under the Memorandum of Understanding, MOU, between the school district and the Pennsylvania State Police. Certain crimes, like weapon's possession, require mandatory police notification.
3. Once a Law Enforcement Agency assumes primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority.
4. The MOU outlines procedures for interviewing victims, witnesses, and the suspects.

Avoid “Deliberate Indifference”

Defining the issue of Deliberate Indifference

- Being aware of a troubling situation and doing nothing about it
- Being aware of a troubling situation and taking a totally inappropriate action

Avoiding Deliberate Indifference Complaints and Charges

All complaints must be taken seriously.

Processes and procedures must be systematic, not event driven.

Respond in a timely manner.

Keep detailed records and document every step taken.

Avoid making foolish statements.

Harassment - defined in the Pennsylvania Code

2709. Harassment.

(a) Offense defined.--A person commits the crime of harassment when, with intent to harass, annoy or alarm another, the person:

- (1) strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
- (2) follows the other person in or about a public place or places;
- (3) engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;

And on!

- (4) communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
- (5) communicates repeatedly in an anonymous manner;
- (6) communicates repeatedly at extremely inconvenient hours; or
- (7) communicates repeatedly in a manner other than specified in paragraphs (4), (5) and (6).

Title VII - Harassment

Title VII Coordinator – Mrs. Mary Bateman

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Defined...

Harassment is unwelcome conduct that is based on race, color, sex, religion, national origin, disability, and/or age. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a **reasonable person** would consider intimidating, hostile, or abusive.

Clarification

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to a reasonable person.

More Clarification...

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.

The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.

Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Act 26 Cyber Harassment

A person commits the crime of cyber harassment of a

child if, with intent to harass, annoy or alarm, the person

engages in a continuing course of conduct by repeatedly communicating any of the following by electronic means directly to a child or by publication through an electronic social media service:

- (i) seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental or physical health or condition; or
- (ii) threat to inflict harm.

Bullying/Cyberbullying

Bullying is a form of psychological harassment.

The most common form of psychological harassment is verbal abuse, meant to humiliate or weaken the morale of individuals or groups.

Remember the slide on “Deliberate Indifference:”

Make certain you investigate claims of bullying and report them to your principal! If a pattern of abuse emerges, the incident could certainly be reportable to the police. Encourage parents to report instances of cyberbullying that occur outside of school to the police.

Parents reporting claims of bullying often look upon the faculty and the administration as fools because they think we know everything! Please help us – report what you know.

Parents reporting claims of bullying often do not believe what school officials tell them : if we say we have investigated and resolved an incident, often the parents bring up yet another incident, which may not have been reported!

We will have a new Google form available for students to report bullying!

Is Bullying/Cyberbullying a crime?

If the building principal establishes a clear-cut pattern of bullying, it may indeed rise to the level of a crime, and may be “Harassment” as defined by the crimes code. If so, the principal is encouraged to confer with the Pennsylvania State Police.

Most cases of cyberbullying can rise to the threshold of “cyber harassment.” If a building principal becomes aware of a case of cyberbullying, almost all occur out of school, the principal is encouraged to urge the student and the parent to report the case to the Pennsylvania State Police.

If the principal finds that any of the cyberbullying has occurred in school, then school disciplinary consequences apply as well as civil penalties.

Upper Dauphin Area School District Confidentiality Guidelines

During your employment with the Upper Dauphin Area School District, you may have access to confidential information regarding students, staff members, or other District-related matters. All employees are expected to only access, use, or share confidential information, as needed, in order to fulfill their legitimate job responsibilities. Employees may not access, divulge or make copies of confidential information in the District's possession for non-job related reasons; disclosures of confidential information to others for non-District purposes is strictly prohibited.

This policy is not intended to prevent disclosures where disclosures are required by law. Employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. If employees do not know whether certain information is considered confidential, they should confer with their immediate supervisors before making any disclosure of such information. In addition, employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from public discussions confidential information if the conversation could be heard by unauthorized persons.

An employee's duties to respect the privacy of confidentiality information continues after employment ends, and he or she shall return, at the request of the District, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Family Educational Rights and Privacy Act, FERPA

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

And on...

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information!

However, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Please note that the school need not have any verification that the parent has read and understood our notification.

Remember parents sign-off on the handbook yearly, yet many have never read it.

Health Insurance Portability and Accountability Act, HIPAA

The Office for Civil Rights enforces the **HIPAA Privacy Rule**, which protects the privacy of individually identifiable health information; the **HIPAA Security Rule**, which sets national standards for the security of electronic protected health information; the **HIPAA Breach Notification Rule**, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

And on!

Protected Health Information. **The Privacy Rule** protects all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. **The Privacy Rule** calls this information "protected health information (PHI)."¹²

"Individually identifiable health information" is information, including demographic data, that relates to:

- the individual's past, present or future physical or mental health or condition,

- the provision of health care to the individual, or

- the past, present, or future payment for the provision of health care to the individual,

and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

And more...

The **HIPAA Security Rule** establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information.

When in doubt, say nothing!!!!!!!

Policy 806 Child/Student Abuse

The Board adopts this policy to affirm district employees' obligation to assist in identifying and reporting possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with law.

Administrator - the person responsible for the administration of a district school. The term includes a person responsible for employment decisions in a school and an independent contractor. The principal of the school where the abused student is enrolled will serve as the administrator under this policy.

Applicant - an individual who applies for a position as a school employee. The term includes an individual who transfers from one position as a school employee to another position as a school employee.

Definitions

Child Abuse – means, intentionally, knowingly or recklessly doing any of the following:[5]

- Causing bodily injury to a child through any recent act or failure to act.
- Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- Causing sexual abuse or exploitation of a child through any act or failure to act.
- Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- Causing serious physical neglect of a child.

Definitions – Child Abuse continued

Engaging in any of the following recent acts:

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- Forcefully shaking a child under one (1) year of age.
- Forcefully slapping or otherwise striking a child under one (1) year of age.
- Interfering with the breathing of a child.
- Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.[8]
- Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.

Definitions – Child Abuse continued

Engaging in any of the following recent acts:

- Causing the death of the child through any act or failure to act.
- Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.

Child Abuse is not...

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

- Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
- Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
- Is necessary for self-defense or defense of another;
- Is necessary to prevent the child from self-inflicted physical harm; or
- Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

Child Abuse by Perpetrator

Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

- The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
- The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
- An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.
- A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[14]

Please note,

- A report of suspected child abuse does not require the identification of the person responsible for the child abuse.
- Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.
- Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.
- Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.
- Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

Update: Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report.

Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, **notify the building principal or administrator** and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. **The building principal or administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.**

More Reporting Procedures...

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report.

The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.

Policy 816 Use of Wireless Devices By Employees

Employees must use discretion in the use of wireless devices to prevent unnecessary interruption to the instructional program.

Personal cell phones may be used to make brief calls which are necessary for carrying out professional, personal or family obligations and responsibilities. Calls shall be limited in duration and should only occur during unassigned periods, which include lunch, scheduled breaks, teacher preparation time, and/or prior to student arrival and after student dismissal.

At no time shall calls be made in the presence of students, nor shall they occur during assigned duties.

Students shall not be permitted to use staff members' personal cell phones.

Personal cell phones must be concealed by staff members during assigned duties and must be turned off during duty assignments and all related meetings.

Employees required to carry cell phones belonging to the district must follow Board policy and guidelines for use of district cell phones, as implemented by the Director of Technology.

The Board authorizes the Superintendent to grant specific exceptions to this policy when extenuating circumstances exist. The employee must have prior written approval by the Superintendent or building principal for an exception.

Agenda!

8:15 - 9:00 Welcome, Mandatory Updates, E. Williams **You are here!**

9:15 - 10:45 De-escalation Training

10:45 - 11:00 Closing

11:00 - 11:30 Association Meeting

11:00 - 11:30 Para Training in MS Library, Mrs. Haupt

11:30 - 12:30 Lunch - In-house

PM

12:30 Report to buildings

1:00 - 3:00 ES Staff - All Hazards Training in ES Library

1:00 - 3:00 MS Faculty Meeting

1:00 - 3:00 HS report to building