



# Regional Office of Education #02

Alexander – Johnson – Massac – Pulaski – Union Counties

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Regional Superintendent of Schools

## Mandated and Recommended Trainings

*(This is an evolving document dependent upon current and/or pending legislation.*

*It is accurate, based upon the information provided, but 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 it.*

8/24/2012

### BLOODBORNE PATHOGENS – OSHA 29CFR 1910.1030

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

**Training Timeline: Mandated upon hire and recommended annually thereafter, plus when job duties change increasing exposure**

### SUICIDE/AIDS – 105 ILCS 5/10-22.39

In addition to other topics at such programs, 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 suicidal behavior in adolescents and teens and shall be taught appropriate intervention and referral techniques.

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.

**Training Timeline: Mandated as needed**

### DCFS: CHILD ABUSE AND NEGLECT – 105 ILCS 5/10-23.12

To provide staff development for local school site personnel who work with pupils in **grades kindergarten through 8**, in the detection, reporting and prevention of child abuse and neglect (P.A. 84-1308) **Training website:** <https://www.dcfstraining.org/manrep/index.jsp>

**Training Timeline: Mandated reporter training once every 5 years**

**ADD/ADHD – 105 ILCS 5/10-20.35**

Requires that at least once every 2 years, the in-service training of certified school personnel and administrators include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psycho-stimulant medication for school-age children.

**Training Timeline: Mandated every 2 years**

**HAZARDOUS MATERIALS – 105 ILCS 5/10-20.17a**

To enhance the safety of pupils and staff by providing 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.

**Training Timeline: Mandated as needed for mostly custodians and maintenance personnel as well as science/chemistry teachers**

**AED (Automated External Defibrillator) – PA 93-0910 (Effective January 1, 2005)**

Requires schools to have an automated external defibrillator (AED) in all indoor physical fitness facilities.

The bill requires school districts to have a policy on medical emergencies, to have an (AED) in each indoor physical fitness facility, and to have a trained AED user in each physical fitness facility during school-sponsored physical fitness activities and staffed business hours. An indoor physical fitness facility would include: a swimming pool; stadium; athletic field; track and field facility; tennis court; basketball court; or volleyball court. Each member of the facility staff shall be trained concerning the location of the AED and the requirements of the facility's medical emergency plan. Third party operators and authorized users of the facility shall also be informed, by postings or other notifications, of the location of the AED and of the emergency plan.

Training available through the American Red Cross is good for 1 year. A refresher course is required yearly for trained individuals to remain current and up-to-date.

A school district owning or operating four or fewer indoor physical fitness facilities must have at least one such facility in compliance with this Act on or before July 1, 2006; its second facility in compliance by July 1, 2007; its third facility in compliance by July 1, 2008; and its fourth facility in compliance by July 1, 2009. A school district owning or operating more than four indoor physical fitness facilities must have 25% of those facilities in compliance by July 1, 2006, 50% in compliance by July 1, 2007, 75% in compliance by July 1, 2008 and 100% in compliance by July 1, 2009.

**Training Timeline: Mandated annually**

**CHRONIC HEALTH CONDITIONS – 105 ILCS 5/3-11 (Effective 2009-10 school year)**

Requires teachers' institutes to include instruction on prevalent student chronic health conditions. (more specific information will be forthcoming when rules are introduced).

**Training Timeline: Mandated as needed**

**THE CARE OF STUDENTS WITH DIABETES ACT - PA096-1485 (Currently effective)**

In schools having a student with diabetes, all school employees receive training in 1) Basics of diabetes care, 2) How to identify when a student with diabetes needs immediate or emergency medical attention, and 3) Whom to contact in case of emergency.

Delegated Care Aides shall be trained to perform the tasks necessary to assist a student with diabetes in accordance with his/her diabetes care plan including training to 1) check blood glucose and record results, 2) recognize and respond to hypo/hyperglycemia, 3) estimate # of carbohydrates in a snack or lunch, 4) administer insulin, 5) respond in an emergency including administering glucagon and 6) call 911.

Initial training provided by licensed healthcare provider with expertise in diabetes or a certified diabetic educator and individualized by a student's parent or guardian. Trainings shall be consistent with "Helping the Student with Diabetes Succeed" and be updated when a diabetes care plan changes and at least annually.

Considerations: Maintain the student's privacy rights; Identify a qualified healthcare professional willing to provide training addressing the needs of individual students with whom the healthcare professional does not have an existing treating relationship; 504 Plan

**Training Timeline: Mandated at least annually if any child in school has diabetes**

**FOR PERSONNEL WORKING WITH PUPILS – 105 ILCS 5/10-22.39d (Effective 8/30/2007)**

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. (Source: P.A. 95-558, eff. 8-30-07.)

**Training Timeline: Mandated every 2 years**

## ASBESTOS – ILLINOIS' ASBESTOS ABATEMENT ACT AND CODE - IDPH

Requires a designated person in each LEA to oversee all asbestos management plan activities. **This person must receive adequate training**, as required by the federal Asbestos Hazard Emergency Response Act (AHERA), about asbestos and its various uses and forms and about the health effects associated with asbestos exposure. He or she also must know the locations of asbestos-containing building material (ACBM) identified in school buildings and recognize deterioration and delamination of ACBM. The person also should be aware of the availability and location of the school's management plan and have knowledge of upcoming renovation projects to determine if they will impact asbestos-containing materials (ACM).

All custodial and maintenance staff have received 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

## INTEGRATED PEST MANAGEMENT (IPM) TRAINING – IDPH

Each district that does not have an approved IPM Plan must have at least 1 individual trained through full-day training by IDPH. Training is required every **5 years**. An IDPH form must be completed every **5 years** also, and submitted to IDPH indicating the IPM is not economically feasible for the district and proof of such statement indicated on the form.

**Training Timeline: Mandated every 5 years**

## CONCUSSIONS - 105 ILCS 5/10-20.53 (Effective July 1, 2011)

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 Timeline: Mandated for coaches as needed**

## VIOLENCE PREVENTION AND CONFLICT RESOLUTION – 105 ILCS 5/27-23.4 (HB 1204)

Change from grades 4-12 for instruction to grades K-12 instruction and added “School districts must provide in-service instruction for teachers to assist them in implementing this Section...”

**\*\* Districts w/ population of 150,000 or less *may* provide not less than 3 weeks inst.**

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**Training Timeline: Mandated**

**Sexual Harassment and Discrimination – Recommended - 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. Reexamine 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.

**Training Timeline: Mandated for coordinator and recommended for all personnel annually**

**FIRST AID/CPR – 105 ILCS**

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. School boards are urged to encourage their teachers and other school personnel who coach school athletic programs and other extracurricular school activities to acquire, develop, and maintain the knowledge and skills necessary to properly administer first aid and cardiopulmonary resuscitation in accordance with standards and requirements established by the American Red Cross or another qualified certifying agency.

Training through American Red Cross is good for **3 years**. A refresher course is required every **3 years** for trained individuals to remain current and up-to-date.

**Training Timeline: Mandated every 3 years**

**EDUCATOR ETHICS TRAINING – 105 5/10-22.39e (Effective 8/13/09)**

Requires school districts to report to the State Superintendent and other officials when an employee has departed under suspicion of abuse or other offenses that would, on conviction, cost the educator his or her certificate. Also requires school boards to make ethics training for educators, teacher-student conduct and school employee-student conduct available at least every two years for all personnel. It also prohibits knowingly employing anyone who has been convicted of a certificate-revoking offense.

**Training Timeline: Mandated every 2 years**

**FOOD ALLERGY GUIDELINES – 105 ILCS 5/2-3.148 (Effective 8/13/09)**

By **January 1, 2011**, each school board shall implement policy based on these guidelines. Also, at least every **two years**, an in-service training program for school personnel who work with students must be conducted by persons with expertise in anaphylactic reactions and management.

- Education and training for school personnel\* who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies, including training related to the administration of medication with an auto-injector;
- Procedures for responding to life-threatening allergic reactions to food;
- Process for implementation of individualized health care and food allergy action plans for every student with life-threatening food allergy; and
- Protocols to prevent exposure to food allergens.

*\*School and district administrators, teachers, school advisors and counselors, school health personnel, and school nurses*

**Training Timeline: Mandated every 2 years**

**BULLYING PREVENTION - 105 ILCS 5/27-23.7, (Effective 6/28/10)**

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 every **2 years** and filed with the State Board of Education after being updated.

**Training Timeline: Recommended**

**GANG RESISTANCE AND EDUCATION - 105 ILCS 5/27-23.10 (Effective 6/28/10)**

School districts may make suitable provisions for instruction in gang resistance education and training in **all grades** and include that instruction in the courses of study regularly taught in those grades. A school board **must** collaborate with State and local law enforcement agencies. The State Board of Education **may** assist in the development of instructional materials and teacher training in relation to gang resistance education and training.

**Training Timeline: Recommended**

**PERA TRAININGS—PA 96-0861 and PA 97-008 (105 ILCS 5/24-16.5 new)**

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 a Performance Evaluation Reform Act (PERA) evaluation (ISBE will develop rules for implementation).

All administrative staff members that evaluate other staff on or after September 1, 2012, must complete the prequalification training program by law.

**Training Timeline: Mandated, once**

**PROFESSIONAL DEVELOPMENT LEADERSHIP TRAINING FOR BOARD MEMBERS  
(P.A. 97-08) (105 ILCS 5/10-16a new) (effective date June 13, 2011)**

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.

**Training Timeline: Mandated**

**OPEN MEETINGS ACT TRAINING—PA 97-504 new (effective January 1, 2012)**

Every school board member must complete this training within one year of the effective date if in office as of January 1, 2012 or within 90 days after taking office.

**Training Timeline: Mandated**