



End of Year Wrap Up

This has been yet another exciting year at PSI. In the midst of severe economic news on many fronts throughout our country, we continue to serve our schools efficiently adding many 'value added' services to our partner schools. You, PSI's representatives to each school we serve, are the most essential reason schools continue to ask for our many services.

State budgets are currently being refined to cope with their shortfalls in almost every state in the union. This serves to provide PSI continued incentive to make sure that all PSI staff provides a wide range of services to the schools we serve. This is the best way for PSI to continue to provide services to schools. Talk with your principal(s) and PSI supervisor to make sure all their building and student needs are being met by our services. If there are any questions or concerns, please contact your PSI supervisor who will in turn talk with your building administrator to maximize our service to their school.

New Developments

PSI continues to provide our core programs as well as expanding into new areas to better serve our schools. In the next few weeks, principals in the Diocese of Cleveland will be selecting their **Safe and Drug Free School (SDFS)** programs they wish to receive next year through PSI's Prevention/Intervention Programs. This year we are offering an additional collaborative model between our Prevention/Intervention programs and other PSI services already in our schools. This will involve all our staff with an emphasis on Prevention's collaboration with our Psychologists, Health Staff and Educational Specialists.

PSI's foreign language initiative continues to gain stronger footing as we progress into next year. In this issue of PSI Idelines, for example, you will meet Hui-ying Lee, one of our **CHINALINK®** Language Specialists. Ms. Lee is part of our newest program, **LanguageCultureCONNECTION**, that now includes instruction in the language and/or culture of China, Spanish speaking countries and the Ukraine. Interested principals and staff who want to learn more about this exciting new program should contact Karen McKelvey at ext. 230 at PSI.

A **PSI School Satisfaction Survey** was recently distributed to all the schools we serve. The vast majority of schools indicated they were extremely pleased with all the services PSI provides. Many asked for more information about PSI, our new programs, our newsletters and the many professional development programs we offer. **When you become aware of any needs, questions or circumstances in your schools that PSI might be able to help with, please contact your supervisor who will follow up with the building principal.**

The next **PSI in the AM** series for principals or their representatives in Northeast Ohio will be on May 7 featuring Ms. Rita Klement, the principal of St. Columille Elementary School in Parma with members of her faculty. This exciting program focuses on **Single Gender Education: A Success Story**. This school offers a single gender curriculum within a traditional co-educational environment. This model not only maximizes academic achievement but also provides parents with a unique educational alternative. **Mention this excellent upcoming workshop to your principals. More information about this program can be found at www.psi-solutions.org.**

There are many other exciting developments at PSI that will be highlighted at our Annual Fall Meetings at the beginning of next school year and in other communications. Thank you for your excellent services this year. We look forward to again serving the schools next year. All of us at PSI join in wishing you a successful conclusion to this school year and a relaxing and peaceful summer.

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Mission Statement

PSI is dedicated to providing high-quality services in a cost efficient manner to help students improve their grades, attitudes, behavior, and health. Our professional staff provides innovative resources within the fields of education, school psychology, school health, speech/language, prevention and tutoring. We are committed to developing and implementing a customized service and support system to fit the educational and health service needs of students. Services are provided by PSI or a local representative.

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As the school year winds down, there are a few matters of importance that need to be shared with the Health Services staff.

In a significant change from past PSI policy, health aides are now permitted to give Glucagon injections to students with severe hypoglycemia (low blood sugar). This task is covered for health aides by PSI liability coverage. The following conditions must be met before the health aide is able to administer this emergency medication:

- A physician's order and parent permission must be in place for the Glucagon.
- The parent must provide a pharmacy labeled Glucagon kit.
- The health aide must receive instruction from a PSI registered nurse. This instruction shall include a review of all steps and skills necessary to safely administer the Glucagon. Documentation of this training must occur and must include verbal acknowledgement by the health aide that he/she understands the method of administration and can perform a return demonstration of the same, can recognize signs and symptoms necessitating administration, and can understand the need for, and describe, appropriate follow up care.
- A Glucagon training kit, medication video and written teaching plan are available for loan from the PSI office to aid in training.
- A documentation form reflecting the training is available in the Health Resource Guide, Evaluation section, page 14. This should be completed by the nurse and health aide and returned to the PSI office where it will be kept in the health aide's personnel file.

PSI has long employed medical assistants, certified or not, to work as health aides or medical assistants. There will be some new policies put in place for all MAs, regardless of

their certification status. All Medical Assistants have been sent a letter reflecting these policies. Briefly:

- All MAs must send in a copy of their diplomas.
- All certified MAs must send in a copy of their updated certificates to be kept on file at PSI.
- All non-certified MAs must be certified in First Aid (in addition to CPR). If not currently certified, this must be completed over the summer, prior to the start of the 2009-10 school year. In addition, if a non-certified MA is in a school where he/she must give an insulin injection, the registered nurse who provides supervision must assess the MA for proficiency in administering an injection. In each situation, the "Orientation Checklist for Specialized Health Procedure" on page 14 of the Health Resource Guide's "Evaluation" section should be completed and returned to the PSI office following the assessment.

The opportunity to be recertified for CPR and First Aid will once again be offered over the summer at several sessions. The classes are generally held at the PSI offices and are free. Any employee whose certification(s) is/ are due to expire this summer or early in the school year is encouraged to attend. Registration is on a first come, first served basis. Registration materials will be sent out shortly. If the PSI location isn't convenient, **it is the responsibility of the employee to find and take a class at an alternate location, for which the employee will be reimbursed.**

Over the summer, the Health Resource Guide will be updated with pertinent information that is either added or revised. This mailing will be sent to all staff prior to the start of school. Please review the new material and add it to your Guide, removing the outdated pages to prevent confusion regarding our most current policies.

We wish all Health Services staff a safe, restful and happy summer. Thank you for another year of a job well done!

From the Desk of Linda Grimm, School Psychology Director

Here we are at the end of yet another school year. Time to get ready for closing up for summer and also to plan ahead for the fall.

Please remember to send in your inventory list signed by the administrator. That way you will not be held responsible for anything that "goes missing" during the summer break. You only need to include test kits (which are very expensive) and not disposable items such as record booklets, protocols, rating scales, etc.

Do, however, look through those disposables and order the materials now that you want to have available when you return in the fall.

Leave caseload lists with notes on what needs to be followed up on when school begins again in August. Even if you plan to return to that school, things sometimes change over these few months that you couldn't have predicted. Always leave everything in place so that a new person would be able to step right in if you did not return.

Most of all, have a nice relaxing summer. This has been a very successful year for PSI, both in terms of staff performance and supervision. We do appreciate all of your efforts that allow for this level of client approval. Thank you for being part of our team!

Please return all borrowed tests.

Minutes of Health Services Advisory Board Meeting (February 12, 2009)

In Attendance: Linda Bouchonville, Patti DeChant, Sharon Dial, Debbie Goldie, Mary Pat Hargis, Kathy Lavins, Joanne Maiden, Roxanne Marks, Debbie Osysko, Jackie Tolbert, Mary Welch, Judy Wilson, Lynn Chrostowski, Steve Rosenberg, Janet Yue, Elizabeth Zagorski. **The meeting was called to order at 3:35 p.m.**

Attendance Any questions regarding attendance or absenteeism should be directed to the PSI Health Services office. An attendance policy was mailed to all employees in October.

Blood borne Pathogen Training for Nurses A question arose regarding the necessity for registered nurses who teach BBP to school staff having to also complete training every year. This is an OSHA regulation and all staff must complete this annually, regardless of status. PSI will explore the option of putting the BBP review and test on our web site to facilitate recertification for all of our employees.

Fall Meeting-recommendations and suggestions Most advisory board members reported generally positive feedback for the 2008 Fall Meeting. Clarification was provided regarding the offered Child Abuse Training at the meeting: any participant who was present for the entire meeting has four hours of training (the mandated amount of time). All nurses who work in elementary schools must have this training completed by March 30, 2009, with the exception of those hired this school year. The latter group has two years from the date of hire to obtain the training. PSI may offer a class in the future. Those still requiring the training may also contact the Health Services office for information about obtaining the training independently.

A discussion about increasing attendance ensued. Various options for future Fall Meetings were offered, including retaining the meeting in its' present form, holding a meeting on a weekday afternoon, and shortening the Saturday meeting to a half day, adjourning before lunch. The last suggestion was overwhelmingly felt to be the best option. Early November was felt to be the best time to hold it. Many nurses expressed appreciation for CE hours. Staff are encouraged to suggest possible topics for future meetings.

Flu Shots for School Staff A query was made regarding nurses providing flu shots. PSI nurses may not do this at the present time, but we do have the ability to facilitate this service for schools, using an outside agency.

Information about obtaining this service for individual schools or districts will be sent over the summer months.

Glucagon Administration by Health Aides Health Aides are now permitted to administer Glucagon, an emergency injection for severe hypoglycemia in diabetics, following training with a registered nurse. If there is a student in a school for whom this is prescribed, the health aide should immediately contact the supervising nurse to alert her/him, and arrange for a training session. Any questions about this new policy should be directed to the PSI office.

New Exposure Control Plans All agreed that the new plans are an improvement over the former. Most clinics have received them by now, but if a clinic is missing one, please let the office know.

Tentative Plans Tentative plans requests information concerning summer employment preferences. The types of positions available are generally summer camps or extended school year programs. Anyone with interest should indicate this on the form. A reminder was given that anyone who accepts a summer position is ineligible for unemployment.

Training Workshops During Summer Months A suggestion was made to possibly offer workshops during the summer months on topics relevant to school health (ie. head lice). Members of the board felt that June and July would be the best months for such workshops if it is feasible to initiate them. Several nurses requested that the annual School Nurse conference held by the Ohio Department of Health be held during the summer, rather than in September. Health service managers will contact the nurse consultants to the ODH to recommend this idea.

Work Allocations Dr. Rosenberg discussed the importance of completing allocations for each school. He explained that the emphasis for PSI is to provide the services requested.

Workload in Clinics School clinics vary widely in the number of students cared for and the ensuing paperwork. It is vital that all staff do their utmost to maintain the level of quality service that typifies PSI. A member asked for strategies for dealing with a very busy clinic where it is difficult to depart at the conclusion of each day's allocated time. Comp time was discussed as an option with which to approach the principal.

The meeting was adjourned at 4:45 p.m.

From the Desk of Susie Hummer, Speech and Therapy Team Coordinator

As we near the end of another school year, please let me take this opportunity to thank you for your hard work and dedication... thanks!

End of the year reminders

Please begin to finish up all evaluations now in progress. After April 30, most new referrals should remain in the intervention stage until the beginning of the 2009-10 school year. Remember, once you have a Parent Consent signed you have 60 consecutive days to evaluate and hold an Evaluation Team Meeting.

If you haven't already done so, please return your Tentative Plans form so we can begin planning for next year. Contracts will be sent out in mid-May. I will try to contact everyone with school changes before contracts are sent, so that you will have a better idea of your 2009/10 schedule.

Begin to return all borrowed tests and materials to Angela.

If you foresee any difficulty fulfilling your allocations, please give me a call.

Begin preparing your Final Reports, due with your last time-sheet(s). The Final Report forms can be accessed at psi-solutions.org/speechforms. The login is PSI and the password is speech2008. The forms will also be sent to you by mail.

Please call us with any questions or concerns.

Susie Hummer: 330.425.8474, ext. 233 | Robin Caston: 330.418.3560 | Chris Worthington: 216.403.8377 | Angela McLean: 330.425.8474 ext. 235

We look forward to working with all of you next year. Have a great summer!

You Make a Difference

On May 5, 2009 we celebrated National Teacher Appreciation Day. We would like to extend our appreciation to all teachers and especially our PSI teachers. Your guidance and contributions to students make a difference in their lives today and will continue to influence them long after their school days are over. THANK YOU!

Pass It On

Target: Early Childhood Reading Grants support programs such as weekend book clubs and after-school reading programs that foster a love of reading and encourage children, from birth through age nine, to read together with their families. Maximum award: \$3,000. **Eligibility:** schools, libraries, and nonprofit organizations. **Deadline:** May 31, 2009. (www.sites.target.com)

On The Spot

Looking to do research or have your students research a topic? Most of us probably go to Google but another great choice is www.libraryspot.com, which features a free virtual library. There is a wealth of information and resources including reference material desks, reading rooms, libraries on various subjects, the capability to double-check grammar or quotes, etc.

Rumor Control Re: OGT

Question: "I'm looking for some sort of timetable/schedule outlining when the switchover from the OGT to the ACT will take place, based on Strickland's proposal. Will the OGT be eliminated in two years? In seven years? Any rough estimate would be helpful."

Answer: "At this point in time, the Governor's proposals are part of the 2009-2011 biennium budget bill now being examined by the state legislature. Before any of Governor Strickland's proposals can be implemented, there must be changes in the law legalizing the 'switchover.' Many changes, edits, amendments and compromises in the budget bill and proposals may take place before legislation to implement a new assessment system is passed and signed into law. At this time, it would be very premature to speculate on the outcome of the legislative vote or the final outcome of congressional hearings." (Source: *March 2009 The Ides of ODE*, p.3)

Planning Ahead

Send in license renewals now – beat the rush! Teachers with licenses expiring in 2009, who have completed coursework and/or have LPDC approval, are encouraged to send in their renewal or transition applications now to the Ohio Department of Education. The summer always has a high volume of requests which often leads to delays in the process. Go to www.ode.state.oh.us and scroll down on the home page to the 'Educators' section and click on 'Educator Licensure'.

It's a Wrap!

On the last timesheet that you send into bookkeeping this year, please write 'final' at the top. This final timesheet should be sent in on your last day of work. Also, if you are leaving PSI, please return any PSI materials you may have, e.g. Evidence-Based Intervention Guide.

Summer Reading?

The Ohio Department of Education, Office for Exceptional Children (ODE/OEC) has created new IEP, ISP and ETR forms that will be required to be used starting in September, 2009. Please go to www.edresourcesohio.org to view and access the new forms. The forms are offered either as a 'dynamic' PDF file or a 'static' PDF file. The 'dynamic' file is interactive and the file will change format as you enter information. The fields expand to fit the amount of content entered. You also have the ability to duplicate some fields as needed or omit sections based on user responses. This file may be saved to your computer or to a flash drive. Please establish a method of securing these files with your school and district. Each new form comes with an *Annotations Guide*. These guides can be read online or downloaded. PSI plans to hold a workshop in the fall to review these new forms.

Thank You!

Another school year is almost over and we want to thank you for the wonderful job you have done this year! The entire Educational Specialist Supervisory Team has heard time and time again about your professionalism and dedication to the students and schools you serve. I hope you have a relaxing summer and look forward to seeing you next school year.

Employee Spotlight: Meet Hui-ying Lee



Hui-ying Lee is PSI's CHINALINK® teacher at the St. Jude School in Elyria, Ohio. Hui-ying teaches four grade levels, three through six, at the pre-kindergarten through eighth grade elementary school.

She grew up in Taipei, Taiwan, coming to the United States in 1990

to study business in the graduate program at Eastern Michigan University. There she met her husband, Sean-huang, who is now a chemist. They have three young sons who, at the moment, have in mind careers in science or computer technology. In early days, the English language and some American customs posed quite a challenge. "Although I learned English starting in elementary school, I spoke it only in class with other Chinese. It

became an entirely different situation in real life here." And while Chinese shake hands as much as Americans do, hugging someone new was quite another matter!

In China, all children learn English as a second language because of the global power of the United States. Now that China has joined the world stage, she feels it can be extremely helpful for any and all American school children to learn the Chinese language and the country's culture and customs. "Communication is one of the most important things in life."

Hui-ying, who joined PSI a year ago, greatly enjoys teaching the Chinese language at St. Jude. The positive student reaction to the school's CHINALINK® program has been featured in the local press. "One of my students," Ms. Lee adds, "wants to be a teacher of Chinese when she grows up."

From the Desk of Karen McKelvey, Prevention/Intervention Coordinator

Sexual Harassment: The Other Kind of Bullying

"Knowledge is Power" and "Ignorance is Bliss" are two opposing expressions that could have been chosen as themes for a presentation recently created for 6th, 7th and 8th graders at St. Paschal-Baylon School. The topic of the presentation was "Sexual Harassment: The Other Kind of Bullying." Students, teachers and parents participated in a three-part program to learn more about this increasingly challenging issue being faced by today's schools and students.

The first speaker was Marsha Michaels, MA, LPCC, who works in the PSI Prevention and School Psychology departments. She laid the groundwork for the presentations with a discussion on the "Ignorance Is Bliss" excuse that is often used by students who are sexually harassing other students. Ms. Michaels began by defining sexual harassment as she told the students that after the talk they "would have no excuses." The victim defines sexual harassment and schools have the legal responsibility to provide a safe environment to all. A safe environment includes awareness, respect, equality, dignity, and thoughtfulness. The definition given was: Sexual harassment is an unwelcome, unwanted sexual behavior which interferes with one's right to get an education or to participate in school activities. It may result from words or conduct of a sexual nature that offends, embarrasses, humiliates, stigmatizes, demeans, frightens or threatens because of one's gender. The differences between flirting and sexual harassment were also explained in detail. Students often make excuses such as "I was only kidding." They can also unwittingly send and receive mixed messages using what they see in the media such as reality shows, inappropriate musical lyrics or risqué commercials and the types of scanty clothing that students wear. But these same messages are then considered sexual harassment when used in an environment such as school. Ms. Michaels finished her presentation with information on the rights and responsibilities of students.

The speaker who followed was Lisa M. Stickan, an attorney from the Cuyahoga County Prosecuting Attorney's office. Ms. Stickan spoke to the students about

the laws regarding sexual harassment. There is no law per se against sexual harassment but a perpetrator can be charged with sexual imposition, menacing behavior, distributing pornography, such as via sexting, or even rape. She emphasized the point that juveniles are being charged more frequently as adults and that cell phone records, emails, texts, etc. can all be subpoenaed. Ms. Stickan mentioned that there could also be civil lawsuits brought by a victim that could result in financial damages.

The final presentation was by the administration of St. Paschal-Baylon School who reviewed the school policies on sexual harassment as well as the steps taken for any complaint that might be filed. Mr. Bednar emphasized that when an issue involves sexual violence there is a mandate to involve the police.

Students and parents expressed appreciation for the information they were given and the opportunity to continue discussions in the classroom and at home. Knowledge certainly is power when it comes to an issue as important as sexual harassment.

All schools in the Diocese of Cleveland can receive a Sexual Harassment Prevention Program during the 2009-2010 school year. Talk with your principals in these schools about this and the many other upcoming PSI Safe and Drug Free Programs that are available. Contact Brenda Anderson at ext. 237 or myself at ext. 230 if you would like more information about these exciting new programs to discuss with your principals.

Prevention Staff Reminders

Final Staff Meeting: May 20, 2009; 3:30-5:30 PM, PSI Office

Please submit all monthly time sheets for the SDFSCA Grant

Tentative plans are due at the final meeting

PRACTICAL APPLICATIONS FOR BRAIN-BASED EDUCATION IN YOUR CLASSROOM – PART IV

By Nancy Brewer, Educational Specialist Consultant

Our brain has learning cycles that are based on our natural rhythms. As educators, we can provide physical and emotional breathers that allow our students to re-energize their brain. Several classroom exercises that positively affect brain cycles include:

CONVERSATION WALK by Joy Paquin

Students walk with a partner in a large area such as a gym, cafeteria room or outside following a lesson. They are asked to discuss the important aspects of the lesson, questions they would like to ask the instructor, predictions concerning the next steps of the lesson or any other challenging exercise presented by the instructor. This change of location and activity allows the brain to "downshift" while still attending to the lesson. Physical movement with a challenging question, reinforcement exercise or simple review helps to repeat and reinforce the lesson in the mind and process the information into working memory within the hippocampus.

LEARNING STATE ACTIVITIES

by Colleen Politano

Discuss with your students the need to put our brains into positive states and recharge our brain's batteries. Brainstorm activities that can change negative states to positive states of brain energy. Practice several different positive states during the week. Some of the activities could include the following:

- **Stretching activities:** Take a three minute group stretch from head to toe to release stress and energize the mind and body.
- **Cross lateral movements:** Use cross lateral exercises to stimulate right and left brain activity.
 - Place right hand on left knee, then raise left knee
 - March in place while tapping opposite knees
- **Reflection music:** Have students close their eyes and listen to a calm piece of music for a few minutes with the windows open and lights off.
- **Presentation time:** Schedule short oral presentations between lessons to add a change of

activity while staying with the subject matter being presented.

- **Add-Ons:** Challenge students to present short games or activities to 'add-on' to the end of each lesson to help them review and/or reinforce the information presented. This allows students a novel and entertaining way to remember information and keep energized.

Students need downtime to relax and allow the brain time to process what they have learned and make neural connections with new information presented. Neural connections happen when there is little competing stimuli to interfere. It can take up to six hours for any skill to be imprinted. Therefore, allowing times of downshifting allows time for the brain to absorb and process new information.

If you are interested in brain-based applications and implementing these successful strategies in your school, contact Karen McKelvey, ext. 230, to set up a brain-based presentation specifically designed for your school.