ACT 168 PROFESSIONAL ETHICS AND THE EDUCATOR DISCIPLINE ACT Pennsylvania Department of Education Standards Aligned System (PDESAS)

The Standards Aligned System (SAS), developed by the Pennsylvania Department of Education (PDE), is a comprehensive, researched-based resource to improve student achievement. SAS identifies six elements that impact student achievement: Standards, Assessments, Curriculum Framework, Instruction, Materials & Resources, and Safe and Supportive Schools. Schools and educators across Pennsylvania are supported in their efforts to implement SAS by the development of a state-of-the-art portal.

Act 126 Professional Ethics and the Educator Discipline Act

The course consists of four Modules, listed below, and requires a passing score on the Assessment to receive credit and Certificate. The total time required to complete the course is approximately three hours. All content must be viewed prior to taking the Assessment. Module 1: Overview of the Educator Discipline System (0:35) Module 2: Establishing and Maintaining Appropriate Boundaries (0:47)

Module 3: Sexual Misconduct (1:24)

Module 4: Protecting Students and Mandatory Reporting (0:20 Track A, 0:23 Track B, or 0:17 Track C)

For technical assistance, please contact 1-877-973-3727, <u>helpdesk@pdeas.org</u> or visit the <u>SAS Portal HelpDesk</u>.

- 1. Access: <u>http://pdesas.org/</u>
- 2. Select *Register for an Account* located at the top right of the navigation bar.

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PO	ER	 Teachers w news, phot 	vill find the e-resources (subsc lographs, videos, etc.) particul	ription database arly useful in less	s of articles, son plans.	June 5	EDUCATOR IN THE Educator in the Work	WORKPLACE Place is an opportunity for	
PUDD	ART	The rich va	riety of e-resources covers to	pics such as Biog	graphy, Business,	2017	school staff to experi	ence	

3. Enter First Name, Last Name, Email Address and Password to register for an account and select Create.

Standards Assessments Curriculum Framework Instruction Materials & Resources Safe & Supportive Schools Login V

	an Account	
First Name	John	•
Last Name	Smith	•
Email	jsmith@hbgdiocese.org	•
Password		•
Confirm Password		•
	Create	51

4. After completing registration, the user will receive an email confirmation from SAS Portal – Standards Aligned System [do-not-reply@pdesas.org] verifying the user's registered Username and Password and providing more information on accessing additional tools for teaching.

From: SAS Portal - Standards Aligned System [do-not-reply@pdesas.org]To: Smith, John, Diocesan Center, HarrisburgSubject: SAS Account Registration

SAS Account Registration
Dear John Smith,
Welcome to the SAS Portal!
Using your own account, you can access the following tools for teaching in our registered environment:
 ePortfolio - a tool to organize and store all of your digital resources for curriculum and instruction providing anywhere/anytime access from home or school; Teacher Website Builder - a point and click website builder that easily allows teachers to create their own web pages to enhance communication between school and home; Curriculum Mapping Tool - assists teachers in accessing and using their district's specific curricula. This allows teachers to create personalized instructional maps based on their own methodological approach to instruction; Assessment Builder - allows teachers to create printable tests to help you gain a better understanding of your students' mastery of PA concepts and Academic Standards; Content Publishing Tool - allows teachers to become instructional leaders by creating and publishing their best work in the SAS Portal and hence to all other SAS Portal users; Professional Learning Communities - Communicate and collaborate with colleagues in online learning communities that are school-based, district-wide, or open to others across Pennsylvania;
Username: jsmith Password: Password#1 To help you get started with any of the tools, you can access a user manual in our help section after you login to your account. If you have any questions or need assistance, please <u>Contact Us</u> . With Best Regards, The SAS Portal Team
This email was sent from a notification only address and cannot receive incoming messages.
Thank you, PDESAS.org
If you need any questions or concerns, <u>click here</u> to contact the SAS Portal Help Desk. All communications from pdc.pdesas.org are sent from the email do-not-reply@pdesas.org. Please add this email address to your

- 5. Select *My SAS Tools* drop-down located at the top right of the navigation bar, under the user's name.
- 6. Select *PD Center* from the options which display from the drop-down.

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Profile	ePortfolio	My Website	My Assessments	My Curriculum Maps	Student Learning Objectives (SLO)
My Lessons	Communities	FIRST	PD Center	Workshop Evaluation	Logout
		POWER LIDIOTY POWER Library provides access to educational resources such as e- resources, eBooks, primary source digitized materials, the statewide union catalog of materials in librarias throughout Pennsylvania, and access to a librarian 24/7 via the Ask Here PA chat with a librarian service.		More SAS News June 11 2017 PVAAS With A Pur The power in PVAAS reports to inform the	pose comes from using key PVAAS work yo
PO	ARY	Teachers will find the e-resources (news, photographs, videos, etc.) pa The rich variety of e-resources covered.	subscription databases of articles, articularly useful in lesson plans. ers topics such as Biography, Business,	June 5 2017 Educator in the Work school staff to experi	E WORKPLACE Place is an opportunity for ence

7. Enter registered Email Address and Password to login to the PD Center and select Submit.

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	Login	
	Email Address	
	jsmith@hbgdlocese.org	
	Password	
(Submit	

- 8. Select the *Menu* drop-down located at the top right of the navigation bar, to the right of the user's name.
- 9. Select *Course Catalog Registration* from the options which display from the drop-down.

Please select the appropriate track based on employee/independent contractor classification.



- 10. Select the *Non-Facilitated* tab to view the active Act 126 course descriptions.
- 11. Three (3) tracks for Professional Ethics and the Educator Discipline Act training will display:
 - (1) Teacher Track, (2) Chief School Administrator Track and (3) Staff Member Track
 <u>NOTE</u>: All school employees and independent contractors must complete the Professional Ethics and the Educator Discipline Act training. It is recommended that Principals/Presidents/Asst. Principals complete the Chief School Administrator Track, any employee with a Professional Personnel Identification Number (PPID) should complete the Teacher Track and all other school staff should complete the Staff Member Track.

Course Catalo	og\Registrat	ion			
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Act 126					
Name Professional Ethics and the Educ	Description	sts of four modules, which are designed	respectively to: (1) review	60 days	Options
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Professional Ethics and the Educ Discipline Act - Chief School Administrator Track	tator This course consi the laws and required pennsylvania and discuss the stude maintaining apprively educators; and educator miscora	sts of four modules, which are designed liations that govern the standards of cor the legal processes for addressing mis- nt-teacher relationship with an emphase printe boundaries; (3) examine the conc (4) address the legal and ethical respon- tact, including sexual misconduct. Succe is port the studies evaluational of Ad-	I respectively to: (i) review iduct for educators in conduct by educators; (2) s on establishing and cept of sexual misconduct nsibilities to report issful completion of this 150 cf 2012, Chick Abure	60 days	Options 👻

- 12. After determining the appropriate training track, select the **Options** drop-down located next to the applicable training track.
- 13. Select *Register* from the option which displays from the drop-down.

Act 126			
Name	Description	Duration	Options
Professional Ethics and the Educator Discipline Act - Teacher Track	This course consists of four modules, which are designed respectively to: (1) review the laws and regulations that govern the standards of conduct for educators in Pennsylvania and the legal processes for addressing misconduct by educators; (2) discuss the student-teacher relationship with an emphasis on establishing and maintaining appropriate boundaries; (3) examine the concept of sexual misconduct by educators; and (4) address the legal and ethical responsibilities to report educator misconduct, including sexual misconduct. Successful completion of this course will satisfy, in part, the training requirements of Act 126 of 2013, Child Abuse Recognition and Reporting Act.	60 days	Options Register
Professional Ethics and the Educator Discipline Act - Chief School Administrator Track	This course consists of four modules, which are designed respectively to: (1) review the laws and regulations that govern the standards of conduct for educators in Pennsylvania and the legal processes for addressing misconduct by educators; (2) discuss the student-teacher relationship with an emphasis on establishing and maintaining appropriate boundaries; (3) examine the concept of sexual misconduct by educators; and (4) address the legal and ethical responsibilities to report educator misconduct, including sexual misconduct. Successful completion of this course will satisfy, in part, the training requirements of Act 126 of 2013, Child Abuse Recognition and Reporting Act.	60 days	Options 🔻
Professional Ethics and the Educator Discipline Act - Staff Member Track	This course consists of four modules, which are designed respectively to: (1) review the laws and regulations that govern the standards of conduct for educators in Pennsylvania and the legal processes for addressing misconduct by educators; (2) discuss the student-teacher relationship with an emphasis on establishing and	60 days	Options 🔻

14. Select *Register* from the Course Registration information.

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	Act	126				
	Prof	Course Regis				
	LASC	My Information				
		First Name: John	Last Name: Smith	Email: truthneedslove@gmail.com		
	Prof Disc Adm	Class Information				
		Course Code:	Credit Hours:	Name:		
		Act-126-5M1	1	Professional Ethics and the Educator Discipline Act - Staff Memi		
	Prof Disc		Maybe Later	Rogeler		

15. The user will receive an email confirmation from **SAS Portal – Standards Aligned System** [do-not-reply@pdesas.org] informing the user on 1) how to earn Act 48 credits, 2) the 60-day window to complete the course and 3) contact information for the SAS Portal Help Desk should the user need assistance.

F S T S	irom: SAS Portal - Standards Aligned System [do-not-reply@pdesas.org], ient: Thursday, July 13, 2017 9:34 PM for Smith, John, Diocesan Center, Harrisburg jubject: Class Registration Confirmation					
	Dear PD Center Participant, Welcome to the PDE SAS site for professional development. Please review the					
	bulleted list of administrative items below before you begin your coursework. In addition, review the <u>PD Center Documentation</u> to learn more about your course experience, expectations, navigation, and credits.					
	Profile					
	 Once you are logged into your account, click on My SAS > Profile > Edit Personal Information and enter your Personal Information. In order to earn Act 48 credits for your course, you will need to add (or verify) your PPID. 					
	Course Information					
	 You have 60 days to complete your course. Check your course starting and ending dates to determine how much time you have to complete it. 					
	Help					
	 Visit the <u>SAS Portal Help Desk</u>. If you need assistance at any time during your course, you may email the Help Desk (<u>helpdesk@pdesas.org</u>) or call toll-free (1-877-973-3727). 					
	We hope you enjoy your course. We look forward to receiving your feedback at the conclusion of your experience.					
	Sincerely, Pennsylvania Department of Education					

- 16. Select the *Menu* drop-down located at the top right of the navigation bar, to the right of the user's name.
- 17. Select *My Classes* from the options which display from the drop-down.

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Course Catalog\F	Registration		My Classes My Past Classes
Educator	Leadership	Non-Facilitated	Course Catalog/Registratio
Hybrid Learning			Logout
Name Description	1	Options	
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Act 126			
Name	Description	Duration Options	
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18. Select the *Non-Facilitated* tab to view the active Act 126 course registration.

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	Copyright © 2017 Commonw	vealth of Pennsylvania			Pennsylvania Benuritati de rescatore		
pdc.pdesas.org/Enrollment/MyClassesResponse							

- 19. Select the *Options* drop-down located next to the registered training track.
- 20. Select *Go to Classroom* from the option which displays from the drop-down.

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	Copyright © 2017 Commonv	wealth of Pennsylvania			Pennsylvania Benersel or EDUCATION		
response.pdesas.org/Course/TakeCourse?course	eSectionId=39106&studentAcco	untId=277512®istrationId=485					

21. Begin the course by reading the Professional Ethics and the Educator Discipline Act introduction. The course is considered a three (3) hour continuing education credit course and consists of four (4) modules, requiring a passing score on the assessment to receive credit and a certificate. The course provides various resources throughout the track, including video content which is important to the course. All resources can be accessed again at the end of the course through a bibliography. To go through the course, simply select the "Next" buttons at the bottom of the page and within each module – these buttons will only become available after completing the entire module or slide within a module. Users can always move backwards and forwards through slides that have already been completed. It is recommended that the course be completed in a single viewing; however, the course may be paused and returned to at a later time. Users only have 60 days to complete the registered Act 126 course.

NOTE: Progress within a training module will only be saved if the user continues on the same computer.

22. Upon successful completion of the assessment, select the *Menu* drop-down located at the top right of the navigation bar, to the right of the user's name and select **My Classes** from the option provided to return to the PD Center main page.



23. Select *Menu* again and then select *My Past Classes* from the options which display from the drop-down.

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	Class ID: 521 Number: ACT-126-TT Act 48 Hours: 1	Name: Professional Ethics - Act - Teacher Track	and the Educator Discipline	Passed	Start Date: 7/11/2017 End Date: 9/9/2017	Options 🔻	-	
	Copyright © 2017 Commonwo	ealth of Pennsylvania			Pennsylvania	9		
pdc.pdesas.org/Main/MyPastClasses								

- 24. Select the *Options* drop-down located next to the completed training track.
- 25. Select *View Certificate* from the option which displays from the drop-down.

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26. *Download* and/or *Print* the Act 126 Professional Ethics and Educator Discipline Act certificate.

