

## **STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES**

The Norwood Board of Education recognizes its legal obligation to provide inservice activities to further the ability of the teaching staff to progress toward achievement of district goals and objectives. It is of particular concern to the board that continuing education for teaching staff provide demonstrable contributions toward student achievement of the Core Curriculum Content Standards.

The Chief School Administrator shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings.

To be in compliance with state requirements, each teacher employed in this district as of the effective date specified in code shall complete 100 clock hours of state-approved continuing professional development and/or inservice every five years. Appropriate steps toward achieving this goal shall be included in the content of each teaching staff member's annual professional improvement plan.

The 100-hour requirement may be satisfied through a combination of state-approved experiences including: formal courses and conferences sponsored by colleges, district boards of education, professional associations, training organizations or other entities recommended by the Professional Teaching Standards Board and approved by the Commissioner of Education. Part or all of the 100-hour requirement may be satisfied through an inservice program that has been approved by the County Professional Development Board under standards established by the Commissioner based on the recommendation of the Professional Teaching Standards Board. Completion of each actual hour of approved training shall satisfy the requirement for one hour of continuing education.

In accordance with administrative code, the board shall establish a Professional Development Committee in order to assess inservice needs and professional development opportunities and to plan and implement professional development programs to assure that the students of this district achieve the Core Curriculum Content Standards. This committee shall be comprised of four teachers, elected by the instructional staff through its majority representative and two administrative staff appointed by the chief school administrator. The committee shall include the Chief School Administrator as an ex officio member and may solicit input from parents, community members and local business leaders. Plans developed by the committee shall be submitted for approval to the County Professional Development Board and then to the board of education. The board of education reserves the right to deny any plan that fails to advance district goals and objectives; is not conducive to student achievement of the Core Curriculum Content Standards; or contravenes current negotiated agreements, other board policies, student safety and well-being, continuity of the instructional program, or budgetary constraints.

Staff participation that may require released time and/or financial reimbursement from the board will be determined by the board of education after recommendation by the Chief School Administrator.

Staff members who participate in out-of-district programs at board expense shall submit a written report highlighting the main thrust and ideas observed by the participant.

### **Mandated Inservice Programs**

The Chief School Administrator shall arrange development of appropriate inservice presentations, seminars and/or workshops on affirmative action/equity, special education, the confidentiality of student records, violence and bullying prevention, child abuse, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required 100 clock hours of continuing education every five years.

## **In-service Training**

The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified and that appropriate in-service training is provided. The district board of education shall maintain information to demonstrate its efforts to:

1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
3. Acquire and disseminate to teachers, administrators, school board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
4. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
5. Provide for joint training activities of parents and special education, related services and general education personnel. (34 C.F.R. 300.380).

## **Procedures**

The Norwood Board of Education shall develop and implement written procedures to identify and meet the training needs of paraprofessionals, professionals and parents of students with disabilities in the five specified areas.

Date: January 10, 1983  
Revised: March 19, 1990  
Revised: December 18, 1995  
Revised: June 5, 2000  
Revised: April 23, 2009

**Legal References:**

<b>N.J.S.A. 18A:7A-11</b> <u>See particularly:</u> <u>N.J.S.A. 18A:7A-11e</u> <u>N.J.S.A. 18A:27-4</u>	<b>Annual report of local school district; contents;</b> annual report of commissioner; report on improvement of basic skills Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder Power of boards of education to pay salaries Attendance at conventions of New Jersey Education Association Initial inservice training programs; curriculum; availability
<u>N.J.S.A. 18A:30-7</u> <u>N.J.S.A. 18A:31-2</u>	
<u>N.J.S.A. 18A:40A-3</u>	
<u>See particularly:</u> <u>N.J.S.A. 18A:40A-3a, -18c</u> <u>N.J.S.A. 34:5A-10</u>	Workplace surveys and hazardous substance fact sheets; file; update; copies of employee health and exposure records; request for copies.
<u>N.J.S.A. 34:5A-13</u>	Employee education and training program; certification of programs and persons; duration; renewal; fees; rules and regulations; violations; penalties
<u>N.J.A.C. 6:3-4.1</u>	Supervision of instruction: observation and evaluation of nontenured teaching staff members
<u>N.J.A.C. 6:3-4.3</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6:8-2.3</u>	Quality assurance
<u>N.J.A.C. 6:8-2.8</u>	Teaching staff and professional development
<u>N.J.A.C. 6:11-13.1 et seq.</u>	Required Professional Development for Teachers
<u>N.J.A.C. 6:29-1.1 et seq.</u>	Health, safety and physical education
<u>See particularly:</u> <u>N.J.A.C. 6:29-1.1, -1.2(b)1vi,</u> <u>1.3(a), -2.4(f), -2.5(b),</u> <u>-9.2(a)6, -10.3(b)11</u> <u>N.J.A.C. 6:29-9.1 et seq.</u>	The reporting of allegations of child abuse
<u>N.J.A.C. 6:29-10.2</u>	Adoption of policies and procedures
<u>N.J.A.C. 6A:14-1.2(b)13</u>	District eligibility for assistance under IDEA Part B
<u>N.J.A.C. 6A:15-1.8</u>	Inservice training

Manual for the Evaluation of Local School Districts (June 1993)

Multi-year Equity Plan for 1996-97 through 1998-99, SDOE  
Bureau of Equal Educational Opportunity, Doc. #MISM260040699

**Cross**  
**References:**

4115	Supervision
4116	Evaluation
4133	Travel/reimbursement
5131.6	Drugs, alcohol, tobacco (substance abuse)
5141	Health
5141.4	Child abuse and neglect
6142.2	English as a second language; bilingual/bicultural
6171.3	At-risk and Title 1
6171.4	Special education