

STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The 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. It is the individual teacher's responsibility in accordance with district policies, to assure that a teacher meets the professional development requirement. There is no mandated financial obligation on the part of the district.

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 shall 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 equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence 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.

Date: Reviewed: December 12, 2012  
Adopted: February 13, 2013

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

### Key Words

Staff Development, Professional Inservice, Visitations, Conferences, Continuing Education

X   Monitored

  X   Mandated

  X   Other Reasons

**Legal References**

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**QSAC Monitored:**

Section 2: Instruction

**Mandated:**

N.J.A.C. 6A:16-6.2 requires policy and procedures on staff cooperation with law enforcement authorities in matters relating to substances, weapons and safety. N.J.A.C. 6A:16-6.2(b) 12 requires in-service training on these policies and procedures.

N.J.A.C. 6A:16-11.1 requires board policy and procedures on reporting suspected child abuse/neglect, and delivery of information and inservice training programs to school personnel concerning child abuse/neglect.

**Other Reasons:**

N.J.S.A. 18A:6-112 requires that public school teaching staff members complete at least two hours of instruction in suicide prevention as part of the professional development requirement established by the State board. The instruction must be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period.

N.J.S.A. 18A:40A-3 (a) requires boards to provide time for staff to receive inservice training on substance abuse provided by the state department of education. N.J.A.C. 6A:16-3.1(a)4 reiterates this requirement.

N.J.S.A. 18A:40A-18 (c) requires inservice training of staff on substance abuse.

N.J.A.C. 6A: 9-15.1 et seq. outlines procedures for the fulfillment of state requirements for professional development for teachers.

N.J.A.C. 6A:16-5.1 (d) requires staff training in recognizing and responding to crises, consistent with district plans, procedures and mechanisms for managing crises.

The comprehensive equity plan required by the DOE requires annual in-service training for all staff (both certificated and noncertificated) to identify and resolve problems arising from prejudice on the basis of race, color, creed, religion, sexual orientation, ancestry, national origin or social or economic status.

Federal law requires that all districts that receive Title I funds must devote at least 5% of those funds to help teachers become “highly qualified,” as that term is defined in the law.

**Recommendation:**

A policy statement directing the chief school administrator to develop appropriate inservice programs. It should be clear that inservice/professional development must occur in the context of overall district goals, as well as for the improvement of individual teaching performance. In addressing the state requirement for teacher continuing education, assert the right of the board to deny application of any inservice program toward fulfillment of this requirement. The policy should also note that the district design of the inservice/professional development program should occur in the context of other policies, student safety and well-being, continuity of the instructional program, and budgetary constraints. Compensation, release time, or other employment

terms or conditions may be addressed in negotiated agreements. Support staff training should be addressed as well in a separate policy.

<b><u>Legal References:</u></b>	<p><u>N.J.S.A.</u> 18A:6-111 et seq.  <u>See particularly:</u>  <u>N.J.S.A.</u> 18A:6-112</p> <p><u>N.J.S.A.</u> 18A:7A-11</p> <p><u>N.J.S.A.</u> 18A:17-46</p> <p><u>N.J.S.A.</u> 18A:27-4</p> <p><u>N.J.S.A.</u> 18A:30-7  <u>N.J.S.A.</u> 18A:31-2</p> <p><u>N.J.S.A.</u> 18A:40A-3  <u>See particularly:</u>  <u>N.J.S.A.</u> 18A:40A-3(a), -18(c)  <u>N.J.S.A.</u> 34:5A-10  <u>N.J.S.A.</u> 34:5A-13</p> <p><u>N.J.A.C.</u> 6A:7-1.6  <u>N.J.A.C.</u> 6A:9-15.1 et seq.  <u>N.J.A.C.</u> 6A:14-1.2(b)13  <u>N.J.A.C.</u> 6A:15-1.8</p> <p><u>N.J.A.C.</u> 6A:16-1.1 et seq.  <u>See particularly:</u>  <u>N.J.A.C.</u> 6A:16-3.1(a)4, -5.1(d),  -6.2(b)12</p> <p><u>N.J.A.C.</u> 6A:16-11.1  <u>N.J.A.C.</u> 6A:30-1.1 et seq.  <u>N.J.A.C.</u> 6A:32-4.1  <u>N.J.A.C.</u> 6A:32-4.4  <u>N.J.A.C.</u> 6A:32-4.5</p>	<p>Instruction in Suicide Prevention</p> <p>Instruction in suicide prevention for public school teaching staff</p> <p>Reports be school districts, commissioner; interim review</p> <p>Act of violence; report by school employee; notice of action taken; annual report</p> <p>Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder</p> <p>Power of boards of education to pay salaries</p> <p>Attendance at conventions of New Jersey Education Association</p> <p>Initial inservice training programs; curriculum; availability</p> <p>Retention of workplace surveys</p> <p>Employee education and training program; certification of instructors</p> <p>Professional development</p> <p>Required Professional Development for Teachers</p> <p>District eligibility for assistance under IDEA Part B</p> <p>Inservice training</p>
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No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The Comprehensive Equity Plan, New Jersey State Department of Education

**Possible**

<b><u>Cross References:</u></b>	<p>*4115 Supervision</p> <p>*4116 Evaluation</p> <p>4133 Travel/reimbursement</p> <p>*4231/4231.1 Staff development; inservice education/visitations/conferences</p> <p>*5131.6 Drugs, alcohol, tobacco (substance abuse)</p> <p>*5141 Health</p> <p>*5141.4 Child abuse and neglect</p> <p>*6142.2 English as a second language; bilingual/bicultural</p> <p>*6171.3 At-risk and Title 1</p> <p>*6171.4 Special education</p>
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\*Indicates policy is included in the Critical Policy Reference Manual.