

**STAFF DEVELOPMENT: INSERVICE EDUCATION / VISITATIONS / CONFERENCES**  
**-- CERTIFIED STAFF**

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 Superintendent 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. As part of each professional development period, all teaching staff members shall be required to complete at least 2 hours of instruction on suicide prevention including the relationship between harassment, intimidation and bullying and suicide provided by a licensed health care professional with training and experience in mental health issues.

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 the 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 Superintendent. The committee shall include the Superintendent 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 DEVELOPMENT: INSERVICE EDUCATION / VISITATIONS / CONFERENCES –  
CERTIFIED STAFF (continued)**

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 Superintendent. 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.

Staff travel expenses for professional development shall be reimbursed in accordance with policy 4133 Travel Expenses.

**Mandated Inservice Programs**

The Superintendent 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.

**Legal References:** N.J.S.A. 18A:6-111N.J.S.A. 18A:6-112N.J.S.A. 18A:7A-11See particularly:N.J.S.A. 18A:7A-11eN.J.S.A. 18A:17-46N.J.S.A. 18A:27-4N.J.S.A. 18A:30-7N.J.S.A. 18A:31-2N.J.S.A. 18A:40A-3See particularly:N.J.S.A. 18A:40A-3a, -18cN.J.S.A. 34:5A-10N.J.S.A. 34:5A-13N.J.S.A. 37-17 (b)N.J.A.C. 6A:7-1.6N.J.A.C. 6A:9-15.1 et seq.N.J.A.C. 6A:10A-1.1 et seq.N.J.A.C. 6A:14-1.2(b)13N.J.A.C. 6A:15-1.8

Declaration relative to instruction in suicide prevention

Instruction in suicide prevention

Annual report of local school District; contents; annual report of commissioner; report on improvement of basic skills

Act of violence; report by school employee; notice of action; annual report

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

Workplace surveys and hazardous substance fact sheets; file; update; copies of employee health and exposure records; request for copies Employee education and training program; certification of programs and persons; duration; renewal; fees; rules and regulations; violations; penalties

Training on harassment, intimidation and bullying

Professional development

Required Professional Development for Teachers *Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts*

District eligibility for assistance under IDEA Part B Inservice training

**STAFF DEVELOPMENT: INSERVICE EDUCATION / VISITATIONS / CONFERENCES –  
CERTIFIED STAFF (continued)**

**Legal References: (continued)**

N.J.A.C. 6A:16-1. <u>seq.</u>	Programs to Support Student Development
<u>See particularly:</u>	
N.J.A.C. 6A:16-3.1(a)4, -5.1(d), 6.2(b)12	
N.J.A.C. 6A:16-11.1	Reporting Allegations of Child Abuse and Neglect
N.J.A.C. 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-4.1	Employment of teaching staff
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5	Evaluation of nontenured teaching staff members

No Child Left Behind Act of 2002, Pub. L 107-110, 20U.S.C.A. 6301 et seq

Comprehensive Equity Plan New Jersey State Department of Education

New Jersey State Department of Education Division of Student Services Office of  
Bilingual Education and Equity Issues

<b><u>Cross References:</u></b>	*4115	Supervision
	*4116	Evaluation
	4133	Travel/reimbursement
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5131.2	Harassment, intimidation and bullying
	*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

\*Indicates policy is included in the Critical Policy Reference Manual.

**Key Words**

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

Approved: May 10, 1999  
Revised: March 24, 2008, August 22, 2011,