

4131/ 4231
4131.1/4231.1

SPRINGFIELD SCHOOL DISTRICT
Springfield, New Jersey 07081

**POLICY: STAFF DEVELOPMENT: IN-SERVICE EDUCATION, VISITATION,
CONFERENCES**

The Board of Education recognizes its legal obligation to provide in-service activities to further the ability of the teaching staff to progress toward achievement of district goals and objectives.

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.

Staff participation that may require released time and financial reimbursement in excess of \$350 (See 4133.1) 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 upon request submit a written report to the Chief School Administrator or designee highlighting the main thrust and ideas observed by the participant.

Mandated In-service Programs

The Chief School Administrator shall arrange development of appropriate in service presentations, seminars and/or workshops on:

- Affirmative Action/equity
- special education
- child abuse/neglect
- substance abuse
- possible hazardous substances in the workplace and other topics
 - specifically required by federal or New Jersey law
- staff cooperation with law enforcement authorities in matters relating to
 - substance, weapons and safety
- recognizing and responding to crisis
- procedures and mechanisms for managing crisis
- annual in-service training for all staff (both certificated and non- certificated) 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

The district design of the in-service/professional development program should occur in the context of other policies, student safety and well-being, continuity of the instructional program, and budgetary constraints.

Legal References:

N.J.S.A. 18A:7A-11 Annual report of local school district; contents; See particularly: annual report of commissioner; report on
N.J.S.A. 18A:7A-11e improvement of basic skills
N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
N.J.S.A. 18A:30-7 Power of boards of education to pay salaries
N.J.S.A. 18A:31-2 Attendance at conventions of New Jersey Education Association
N.J.S.A. 18A:40A-3 Initial in-service training programs; curriculum; See particularly: availability
N.J.S.A. 18A:40A-3a, -18c
N.J.S.A. 34:5A-10 Workplace surveys and hazardous substance fact sheets; file; update; copies of employee health and exposure records; request for copies
N.J.S.A. 34:5A-13 Employee education and training program; certification of programs and persons; duration; renewal; fees; rules and regulations; violations; penalties
N.J.A.C. 6:3-1.6 Reporting and staffing of school districts
N.J.A.C. 6:3-4.1 Supervision of instruction: observation and evaluation of non-tenured teaching staff members
N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members
N.J.A.C. 6:11-13.1 et seq. Required Professional Development for Teachers
N.J.A.C. 6A:7-1.6 Professional development
N.J.A.C. 6A:14-1.2(b)13 District eligibility for assistance under IDEA Part B
N.J.A.C. 6A:15-1.8 In-service training
N.J.A.C. 6A:16-1.1et seq. Programs to Support Student Development See particularly:
N.J.A.C. 6A:16-3.1(a)4, -5.2(c), 6.2(b)11
N.J.A.C. 6A:16-10.1et seq. Reporting Allegations of Child Abuse and Neglect
N.J.A.C. 6A:16-10.2
N.J.A.C. 6A:24-1.1 et seq. Urban Education Reform in the Abbott Districts
See particularly:
N.J.A.C. 6A:24-2.2, -4.1, -4.2, -6.1
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
Manual for the Evaluation of Local School Districts (September 2002)
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
Multi-year Equity Plan for the Academic Years 2000-2001 through 2002-2003,
New Jersey State Department of Education Division of Student Services Office of
Bilingual Education and Equity Issues

Cross References:

4115 Supervision
4116 Evaluation
4133 Travel/reimbursement
4231/4231.1 Staff development; in-service education/visitations/conferences
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

Adopted: June 30, 1997

Revised: November 19, 2007