

CODIFICATION REFERENCE NUMBER: M 2461.08

DATE: July 29, 2002

**SPECIAL EDUCATION/RECEIVING SCHOOLS -
IN-SERVICE TRAINING**

The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.

A. Procedures to Meet the Training Needs of Paraprofessionals, Professionals and Parents of Pupils with Disabilities

1. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services will be identified and appropriate in-service training will be provided. The receiving school shall maintain information to demonstrate its efforts to address training as defined in the five following areas:
 - a. To prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
 - b. To 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;
 - c. To 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;
 - (1) The adoption of promising practices will be addressed through the review and dissemination by the school building curriculum committee, through turnkey trainings, presentations at Board meetings, Parent-Teacher Association meetings and other methods as determined by the receiving district.
 - d. To insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
 - e. To provide for joint training activities of parents, special education, and related services and general education personnel [34 C.F.R. §300.380].

2. The Supervisor of Special Education in the receiving district will conduct a needs assessment on an annual basis to identify the in-service training needs as part of the district-wide development activities.
3. The effectiveness of the in-service program will be evaluated at least once at the end of each year by a written survey administered and compiled by the Supervisor of Special Education.
4. Documentation of the needs assessment, training activities and evaluation procedures will be maintained by the Supervisor of Special Education in the receiving district for three years after the activities are completed.