

# Intradistrict Communication

DATE: August 20, 2019

TO: All Principals  
All Special Education Staff

FROM: Lisa Robinson, Administrator of Schools  
Kim Lloyd, Director of Special Education  
Brian King, Principal, River's Edge

SUBJECT: A.S.P.E.N. Training for all Special Education Staff 2019-2020

A.S.P.E.N. training will continue to be required for all licensed special education teachers, SLPs, school psychologists, elementary school counselors, and for all instructional assistants in SEB and Autism self-contained support classrooms during the 2019-2020 school year. A.S.P.E.N. is a positive, preventative, and proactive approach to managing aggressive student behavior.

Although not required, instructional assistants working in any other special education setting may choose to attend at the discretion of their building administrator.

Those who participated in A.S.P.E.N. training during the 2018-2019 school year do not need to take the full course, but should instead plan on taking an ASPEN re-certification class.

If you have more than one teacher or instructional assistant that needs to attend, please consider having them attend on separate days in order to maintain adequate coverage in your school. The Special Education Department will cover the costs of substitutes for licensed special education teachers under budget code 1292. Instructional assistants will be asked to use True Time to record their typical workday hours on the day of the training. Any additional hours spent in the training above their typical workday will need to be recorded on a time sheet. Staff should register for a training session through JPLS.

Mandt training will continue to be required at Kauri Sue Hamilton and River's Edge School and staff at these schools will not need to attend A.S.P.E.N. Others wishing to keep their Mandt training current may do so; however, participation is not mandatory and teachers and instructional assistants will not be compensated for their attendance. A Mandt training schedule will be forthcoming.

A.S.P.E.N. training dates and times are attached to this memo.

For questions, contact:  
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