

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Professional Development Exchange Day Procedure

During the 2019-2020 school year, the staff of Barbers Hill ISD will be required to attend three days of professional development to be used as the designated staff development exchange days. The training session(s) must meet the following guidelines:

- 1) Attendance at the session must **not** be during a regular contract day.
- 2) A total of six clock hours must be accumulated for each exchange day. Several shorter sessions may be added together to equal the required time. No less than one full day will be allowed.
- 3) Sessions attended must apply to the assigned curriculum area, job assignment and district/campus improvement plan.
- 4) Sessions must be **pre-approved** by the campus principal or appraiser. If he/she is unavailable, contact the Assistant Superintendent for Curriculum and Instruction. Sessions attended without prior approval, may be submitted, but there will be no guarantee of an exchange day.
- 5) Proof of attendance must be submitted following the session along with a statement of intended implementation or use of the knowledge and skills acquired, i.e. what will be done with what was learned.
- 6) Professional development sessions must be attended prior to the exchange day. Any exceptions in this policy must be approved by the campus principal, Assistant Superintendent for Curriculum and Instruction, and Assistant Superintendent for Personnel.

Days designated for exchange are November 25-26, 2019 and January 20, 2020.

If attendance at a workshop cannot be verified and the exchange day is taken, the employee will be docked one day of pay for each exchange day missed.



Road to Excellence



BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Exchange Day Request for Out-of-District Professional Development

Name: _____

Training (Title and Description): _____

Date(s): _____ Time: _____ Location: _____

Cost: Registration: _____

Travel Expenses: _____

Lodging & Meals: _____

Total: _____

Trainings will only be considered for payment by the district if (1) funds are available, (2) there is a direct relationship to the identified priorities of the campus/district plan and (3) other options for obtaining the training during the contract year are not possible.

Application to the assigned curriculum area, job assignment and district/campus improvement plan: _____

Approved: _____

Date: _____

Not approved: _____

Date: _____

Return a copy of this form, completed below, with proof of attendance to the campus principal/director.

Provide a brief statement of how the knowledge and skills learned in the session will be used or applied in your work setting: _____

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Exchange Day Request for In-District Professional Development

Name: _____

Training Title	Date	Time	Location	Approved
1.				
2.				
3.				
4.				
5.				
6.				

Appraiser Signature : _____

Date: _____

