

Tomball ISD - Exchange Day Guidelines 2022-2023

In an effort to elevate the role of professional learning in a manner that differentiates learning, Tomball ISD will continue to allow campus-based professional staff members, excluding administrators, to exchange two (2) regular duty days for two (2) non duty days of professional learning. Please use the information below to familiarize yourself with the **guidelines** for obtaining exchange day credits/hours. **All Exchange Day options should align with TISD Boulders of High Quality Instruction, Collaborative Culture, and/or Social Emotional Learning.**

The guidelines for obtaining Exchange Days are as follows:

- Only school based professional staff members are **eligible**, excluding administrators & counselors. Paraprofessional staff are **not** eligible.
- Staff can begin to accumulate professional learning exchange hours after their last contract day each year. Professional learning exchange day hours **do not** roll over from year to year. Unused exchange hours cannot be converted to pay. **For 2022-23, the first day to earn Exchange hours is June 1, 2022.**
- To earn professional learning exchange hours, staff must attend or facilitate professional learning sessions (including online courses/webinars, pre-approved book studies) held during “off contract” time. “Off contract” time includes weekend, holiday, after school, and summer days that are outside of the staff member’s regularly scheduled working hours. **All TISD professional learning that awards Exchange hours will have EXCHANGE in the title.**
- Two full days (12 hours) of professional learning may be exchanged for the designated days only. Staff can earn up to **2** days prior to the **deadlines** during the 2022-23 school year. **(An exchange day may NOT be used in conjunction with personal leave, and can only be used on the designated dates.)**

Hours Earned by the deadline	Deadline to Earn Exchange Day Credit	Exchange Day(s) Earned	Date of Professional Learning Exchange
0 - 5.5		0	Not eligible
6 - 11.5	August 31, 2022	1	November 7, 2022
12	March 31, 2023	2	May 30, 2023

- **November 7 and May 30 are contract work days**, meaning staff **not** earning the professional learning hours necessary to exchange are required to attend district scheduled professional learning on those days.
- The professional learning sessions attended for exchange must directly relate to the professional goals and job duties/requirements of the staff member or goals of the campus, and **must be pre-approved by the campus principal if not listed in the district provided Exchange Day opportunities.**
- Types of activities which are **NOT** eligible for exchange hours include: Athletics sessions that do not relate to the staff member’s teaching area, travel time to and from conferences, school related social and athletic events, committee work, any workshop or event providing a stipend or pay, faculty meetings, PTO meetings, or parent/teacher conferences.
- Hours for certificate renewal or for college course credit, certificate upgrades, or add on certifications **cannot** be used towards exchange hours.

DEADLINES: The deadlines to upload documentation for Exchange Day Credit are August 31, 2022 & March 31, 2023.

- *Although the deadlines occur during the school year, we encourage staff to submit their certificates as soon as they complete courses. Doing so will provide ample time for review and approval. **Please note, a request for credit may be denied if it does not meet the guidelines described in this document.***