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Exchange Day Procedures 2010 - 2011

Exchange days scheduled for the 2010 - 2011 academic year: November 24, 2010, and May 6, 2011.

BHISD Employees who work outside the regular contract day may be eligible for exchanging those hours with certain regular contract days designated as exchange days. The days for 2010 - 2011 are listed above. [Staff Development](#) | [Campus/Department Assignment](#)

Exchange Day Procedure for Staff Development

[Print request form](#)

During the 2010-2011 school year, the staff of Barbers Hill ISD will be allowed to request exchange days if they have attended a training session that meets the following guidelines:

- Attendance at the session must not be during a regular contract day.
- 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.
- Sessions attended must apply to the assigned curriculum area, job assignment and district/campus improvement plan.
- Sessions must be pre-approved by the campus principal or director. (Technology related training, to be exchanged for training scheduled on a Technology Training day, must also be approved in advance by the Assistant Superintendent of Technology) If he/she is unavailable, contact Dr. Gayle Woodall. Sessions attended without prior approval, may be submitted, but there will be no guarantee of an exchange day.
- 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.
- Sessions must be attended between June 1, 2010 and May 28, 2011. At least one exchange day must be earned prior to the end of 1st semester to be eligible for the May 6, 2011 exchange day.

Days designated for exchange are November 24, 2010 and May 6, 2011. Technology training days are August 13 and 16, 2010..

If attendance at a workshop cannot be verified and the exchange day(s) is taken, the employee will be docked on the last paycheck for the year.

Exchange Day Procedure for Campus/Department Related Assignment

[Print request form](#)

During the 2010-2011 school year, the staff of Barbers Hill ISD will be allowed to request exchange days if they have worked outside of the assigned employment period.

- The work must not be completed during a regularly assigned workday.
- A total of eight clock hours must be accumulated for each exchange day. Several shorter periods may be added together to equal the required time. No less than one full day will be allowed.
- The Exchange Day must be pre-approved by the campus principal or supervisor. If he/she is unavailable, contact Dr. Gayle Woodall. Work completed without prior approval, may be submitted, but there will be no guarantee of an exchange day.
- The time worked must be verifiable.
- Work must be completed between June 1, 2010 and the last contract day of 2011. At least one exchange day must be earned prior to the end of 1st semester to be eligible for the May 6, 2011 exchange day.

Days designated for exchange are November 24, 2010 and May 6, 2011.

If work cannot be verified and the exchange day(s) is taken, the employee will be docked on the last paycheck for the year.

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