

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Exchange Day Procedure for Staff Development

During the 2008-2009 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:

- 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 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.
- 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) Sessions must be attended between June 1, 2008 and May 30, 2009. **At least one** exchange day **must** be earned prior to the end of 1st semester to be eligible for the April 10, 2009 exchange day.

Days designated for exchange are November 24, 2008 and April 10, 2009. Technology training days are August 18 and 19, 2008.

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.

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Exchange Day Request for Staff 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.

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