



Exchange Day Guidelines for Teachers 2023-2024

What are Exchange Days?

The Exchange Day Program provides employees on 187-207-day work contract opportunities to pursue professional learning in exchange for 3, paid workdays during the school year. For the 2023-2024 school year, these days are January 2nd, February 19th, and April 1st. Each of these days is provided in exchange for 6 hours of non-contract time professional learning totaling 18 hours.

Why does BISD have an Exchange Day Program?

High-performing schools understand the relationship between effective teachers and high student achievement striving to create a culture valuing teacher learning and growth by making quality professional learning an essential component of improvement plans. Quality professional learning exhibits the following characteristics:

- focuses on teachers as central to student learning
- focuses on individual, collegial, and organizational improvement
- is results-driven and job-embedded
- is curriculum-centered and standards-based
- reflects best available research and practice in teaching, learning, and leadership
- enables teachers to develop further expertise in subject content, teaching strategies, uses of technologies, and other essential elements that support high standards of teaching
- is evaluated based on its impact on teacher effectiveness and student learning
- focuses on developing teachers' capacity in one or more of the domains under T-TESS
 - **Domain 1:** Planning
 - **Domain 2:** Instruction
 - **Domain 3:** Learning Environment
 - **Domain 4:** Professional Practices and Responsibilities

Research emphasizes the central role of content knowledge and pedagogical expertise in student achievement, professional learning should be in the areas of curriculum and instruction. In cases where a teacher may have a dual teaching assignment of both core content and enrichment courses (e.g., science and coaching), Exchange Day credits should reflect no fewer than 6 hours in the assigned content area and 6 hours in instructional technology. The remaining 6 hours may be in other categories relevant to the employee's job assignment.

When do I earn credits for Exchange Days?

Eligible employees may accumulate 18 hours of professional learning credit for use as Exchange Days during any non-contract time.

Exchange Day credits may be earned from activities related to job assignments such as attendance at:

- trainings and workshops
- conferences
- guided curriculum writing and planning
- pre-approved book studies
- graduate-level courses
- textbook adoption committees

Where can I find Exchange Day opportunities?

Exchange Day credit should come from a TEA-approved provider.

- Attend Boerne U
- Confer with your principal/supervisor
- Search in-district professional learning sessions in Eduphoria!
- Search the ESC-20 Professional development catalog, [Connect 20](#)
- Consult with the content area/program area coordinator/director

Who is required to participate in Exchange Days?

Exchange Days are required of all employees on a 187-207-day work contract. This includes:

- Teachers
- Instructional Coaches
- Interventionists
- Librarians
- Counselors
- Specialists
- Therapeutic/Evaluation Staff
- ARD Facilitators
- Nurses

If you are unsure if you qualify for Exchange Days, please contact your supervisor.

Paraprofessional and Auxiliary employees should see the guidelines provided by BISD Human Resources.

How do I ensure my Exchange Day hours are approved?

The Exchange Day credit process includes both acquiring the training and appropriately requesting credit in Eduphoria! Strive. To qualify as Exchange Day credit, the employee must ensure the following criteria are met:

1. The employee, when possible, receives prior approval from the principal and ensures the professional learning meets the criteria for Exchange Day credit.
2. The employee earns 18 hours of professional learning for Exchange Days and ensures the sessions are reflected in their Eduphoria! Strive Portfolio as "approved" by 10 working days prior to the Exchange Day¹.
3. The employee ensures there is appropriate documentation of attendance at professional learning, e.g., an official certificate of attendance/transcript for outside-of-district professional learning.
4. The employee tracks Exchange Day credits by checking their Eduphoria! Strive portfolio.

¹Deadlines for entering Exchange Day Credit Requests:

December 4, 2023 for January 2, 2024
February 5, 2024 for February 19, 2024
March 8, 2024 for April 1, 2024

Who Enters Professional Learning into Eduphoria! Strive?

| | |
|-------------------------------|---------------------------------|
| District-wide/district-level | District workshop facilitator |
| Campus-based/campus-initiated | Campus Eduphoria! administrator |
| Out-of-district | Employee |

Are there any penalties for not completing the Exchange Day process?

Since January 2nd, February 19th, and April 1st are paid contract days, teachers not completing the 18 hours of professional learning and/or not appropriately entering the hours into Eduphoria! Strive before the Exchange Day will be docked state personal leave or, if no personal leave is available, salary.

For questions regarding the *Exchange Day Program* please contact
Teaching and Learning Department
(830) 357-2045

Criteria for Exchange Days:

Professional learning sessions approved for Exchange Day credit may vary depending on Campus Improvement Plan (CIP) and District Improvement Plan (DIP) goals. Principals/Supervisors reserve the right to direct professional learning toward campus/district initiatives. The Professional Learning Advisory Committee along with the Teaching and Learning Department determines criteria for Exchange Days. For 2022-2023, Exchange Day credits must come from the following categories:

- 6 hours in assigned content area
- 6 hours in implementation of [instructional technology](#)*
- 6 hours choice categories related to the employee's job assignment

*Therapeutic/Evaluation Staff, ARD Facilitators, Counselors, and Nurses may substitute 6 hours of assignment-based professional learning for instructional technology hours.

Exchange Day Credit **MUST**:

1. be received outside of contract school hours (e.g., before or after school, weekends, holidays, and summer vacation) from a [TEA-approved provider](#).
2. be data-driven, aligned with the campus/district improvement plan.
3. be related to the current employee assignment.
4. aligned to curriculum standards (TEKS), including technology-related professional learning.
5. be related to a domain of T-TESS or other district-approved employee evaluation tool.

Exchange Day Credit **MAY**:

6. be an approved professional learning session where the registration is paid for by the district provided the employee is not compensated by the district or the entity providing the session for their attendance.
7. be compliance professional learning required as part of the job assignment for up to a maximum of 6 hours, provided the training was received outside of the school day.

Exchange Day Credit **WILL NOT** be awarded if:

8. the training is required, annual compliance training required by the state and/or district that is intended to be completed during contract time.
9. the training is a repetition of a course for which the employee has received prior credit.
10. attendance at professional learning results in monetary compensation to the employee and/or it is not associated with their job assignment.
11. the professional learning occurs during a contracted workday, even if a personal day is used.
12. it is for attendance at a meeting, including faculty or department meetings, district-level meetings, etc.
13. appropriate documentation of attendance is not provided.