



## Exchange Day Guidelines for Teachers 2024-2025

### 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 2024-2025 school year, these days are January 6<sup>th</sup>, January 7<sup>th</sup>, and February 17<sup>th</sup>. 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 school districts 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 instructional 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
- Search in-district professional learning courses in Strive.
- 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 professional 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.

A late-hire employee's eligibility will be determined by the campus principal or employee's immediate supervisor for non-instructional positions on a case-by-case basis.

### How do I ensure my Exchange Day hours are approved?

The Exchange Day credit process includes both acquiring the training and appropriately entering the training into 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 accumulates 18 hours of professional learning for Exchange Days and ensures the sessions are reflected in their Strive Professional Learning Portfolio as “approved” by 10 working days prior to the Exchange Day.
  - a. December 6, 2024 for January 6-7, 2025
  - b. February 3, 2025 for February 17, 2025
3. The employee ensures there is appropriate documentation of attendance at professional learning, e.g., signing in and completion of surveys at in-district professional learning or submitting an official certificate of attendance/transcript for outside-of-district professional learning into Strive.
4. The employee tracks Exchange Day credits by checking Strive Professional Learning Portfolio will indicate the number of hours eligible for Exchange Day credit.

#### Who Enters Professional Learning into Strive?

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

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

Since January 6<sup>th</sup>, January 7<sup>th</sup>, and February 17<sup>th</sup> are paid contract days, eligible staff not completing the hours of professional learning and/or not appropriately entering the hours into 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 approved for Exchange Day credit may vary from campus to campus based on Campus Improvement Plan (CIP) and District Improvement Plan (DIP) goals. The PL Advisory Committee along with the Teaching and Learning Department determines criteria and approves credit for Exchange Days. For 2024-2025, 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**

\*GT hours earned outside the contract day count within this category.

\*Therapeutic/Evaluation Staff, ARD Facilitators, Counselors, and Nurses may substitute assignment-based PL for instructional technology hours.

### Professional Learning eligible for Exchange Days

#### MUST:

1. be completed outside of contract hours (e.g., before or after school, weekends, holidays, and summer vacation) from a [TEA-approved provider](#).
2. be data-driven, aligned with the CIP/DIP, and designed to improve instruction and student achievement.
3. be related to the current assignment.
4. be aligned to curriculum standards (TEKS)/instructional technology standards.
5. be related to a domain of T-TESS or other district-approved employee evaluation tool.

#### MAY:

6. be paid for by the district (e.g., A principal may pay for registration at a Saturday conference provided the employee is not compensated for their attendance.).
7. be compliance professional learning required by the job assignment for up to a maximum of 6 hours, provided the training was received outside of contract hours.

#### Exchange Day credit WILL NOT be awarded if:

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