

Mitchell Road Elementary School

Professional Development Exchange Days

- Teachers may earn one or two days off for professional development received during “off contract” time from the day after school is out in one year until the day school is out the next year.
- “Off contract” time includes weekend, holiday, after school, and summer hours that are outside of the teacher’s regularly scheduled working hours.
- Hours used toward the day off cannot have been used to gain in-service credit for certificate renewal, college course credit, or a stipend. They can be part of the district yearly-required 24 hours.
- **7 hours of professional development may be exchanged for one day off.**
- Days off must be taken on the predetermined professional development exchange days on the school district calendar, and they must be pre-approved by the principal.
- The two professional development exchange days that are eligible to be used for a day off during the **13/14 school year are: October 18 & January 17** Teachers may select two of the three.

Mitchell Road Elementary Exchange Days

Teacher Name _____ **Date** _____

_____ **October 18th**

_____ **Jan 17th**

_____ Documentation of 7 additional hours of professional development during **Summer 2013- Spring 2014**. (Attach portal printout)

_____ Exchange Day Approved _____ Exchange Day Denied

Principal’s Signature: _____

Return to N.Lewis prior to the Exchange Day.