

Ore City Independent School District
Professional Development Documentation

As part of the adopted calendar for Ore City ISD, employees are required to receive and document professional development (replacement time) in order to meet the number of 187 contracted work days. Below are guidelines that apply to replacement time requests.

- 1. Replacement time may be earned for:**
 - a. Professional development in your specific teaching area
 - b. Paraprofessional approved clerical activities as assigned / approved by the Principal
 - c. college hours, which meet criteria of the Superintendent
- 2. Replacement time guidelines:**
 - a. A day is equal to six hours when obtaining approved professional development
 - b. Must be approved by the principal prior to attendance
 - c. Documentation needs to be provided
 - d. Must not come at a cost to the district (unless approved prior to the Superintendent)
 - e. Must be submitted to your campus Principal on, or before, the last day of school
- 3. Replacement time may not be used:**
 - a. If you received any form of payment or stipend
 - b. For time spent during the school day or regular contracted day
 - c. In exchange for tutoring time
 - d. For required meetings (i.e. faculty, IEP, RTI, 504)

Goal-Setting a Professional Development Plan from End-of-Year Conference:

Date	Professional Development	Name of Presenter	Total Hours	Principal Approved

Faculty Signature	Date	Principal Signature
		Date