



Administration Building
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TO: Building Administrators, Teachers and Paraprofessionals
FROM: Richard L. Gregg, Superintendent
RE: Make Up Days
DATE: October 17, 2017

When we have had weather related school closures in previous years we have waited until the State Board of Education made a decision if the missed school day(s) would be forgiven. Based on the decision of the State Board of Education, we then sent out information to teachers and paras regarding how time could be made up if missed time was not forgiven by the State Board of Education. We would like to take a more pro-active approach for the current school year.

Starting on October 23rd opportunities will be provided for teachers and paras to “bank” time. A maximum of 22.5 hours, the equivalent to 3 days, may be banked. Participating in activities in an effort to bank time is completely **optional**. Time in which an employee is already receiving compensation or activities prior to October 23rd **may not** be used as banked time.

If during the school year we do not have to cancel school due to inclement weather or other reasons or if the number of banked hours an employee has accumulated exceeds the number of inclement weather hours then those hours will **not** be paid or “comped” in any way. Again, we want to stress that participating in activities prior to any school closures in an effort to bank time is completely **optional**.

Hours may be accumulated using any combination of the following activities:

- Professional Development with prior approval from supervising administrator, which is done outside of the normal work day and compensation is not provided
- Participation in school events identified by supervising administrator-maximum of 15 hours
- District approved events, which are announced as opportunities for banked time

For each of the activities in which the opportunity is provided to bank time, employees will be told **prior** to the activity how the hours will be documented. This could be through DSC, PDMS, Schoology, administrator documentation or other methods. It will be the responsibility of the employee to take the necessary steps to do what is required to document participation at the designated time. Not doing so, may result in forfeiting the hours as banked time.

As we move forward together, educating every student to excellence, please know a conscious decision was made to provide opportunities to bank time in an effort to relieve stress that may have previously been caused by late notification. We appreciate all you do and will continue to work in a collaborative effort.

Richard L. Gregg, Superintendent

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