

## Make-up Session Policies and Recommendations

### Recommendations

*Districts should have guidelines establishing acceptable reasons for teacher participants to miss training sessions.*

*Professional development sessions should be made up whenever possible. We recommend setting one or two dates and times each semester for teachers missing professional development to work in a facilitated group setting to reduce the burden on affiliate trainers.*

### I3 Grant Policy

- Make-up sessions should be two hours.
- Teachers are limited to two make-up sessions per school semester.
- The district will be reimbursed for two hours of stipends for each teacher participating in the make-up session and two hours of trainer stipends.
- Make-up training stipends will come out of the district stipend budget. eMINTS will not reimburse districts for stipends beyond the total stipend budget allotted in the district sub-award agreement.
- If at all possible, make-up sessions should be held during the same quarter as the original session. (Quarters are: July – September, October – December, January – March, and April – June)