

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 stipends for **one** trainer.
- Make-up training stipends will come out of the district stipend budget. eMINTS will not reimburse districts for stipends beyond the 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)