



Prosper ISD Exchange Hours

(Last updated 4.4.25)

Why do we have exchange hours?

 If your [work calendar](#) shows the three days before Thanksgiving marked as “professional learning,” the district would like to offer you the opportunity to have these days off if you exchange the time by working beyond your normal contract day, up to 18 hours.

There are two ways to complete your exchange hours. Please read the chart below:

Professionals and Campus Paraprofessionals: 3-6-9 PLAN	Central Admin Paraprofessionals (non-campus): 3-15 PLAN
• 3 compliance training hours—safety courses housed in Vector learning (see tile on portal) • 6 culture hours—service to your school or the district after contract hours. Examples may include: meet the teacher, Hope Walk, Fire Truck Pull, summer phone duty, etc. Your principal chooses which events can count as culture hours and creates a course for them in PowerSchool. To earn credit, you'll need to register in PowerSchool for a designated event, and your supervisor will enter your attendance. • 9 learning hours—time you spend learning information and skills related to your job. For example, you can take workshops on Saturdays, evening webinars, and you can even engage in self-study and track your time. → See the PL Hub for more information. ←	• 3 compliance training hours—safety courses housed in Vector learning (see tile on portal) • 15 comp hours—track your hours on your own excel sheet or word document. When you complete 15 hours, upload your sheet / document to PowerSchool using the “external credit request” tab.

See next page for important dates and FAQs. →

Important Dates



The day before school starts, **all staff** complete the required compliance training.



By April 2nd, professional and campus paraprofessional staff complete 6 culture hours and 9 learning hours. Central-admin (non-campus) paraprofessionals complete 15 comp hours.

FAQs



What happens when I complete my exchange hours by April 2nd?

- You earned time off the entire week of Thanksgiving! 🎉🎉🎉
- Share proof of learning with your supervisor at your summative evaluation.



What happens if I don't complete my exchange hours by April 2nd?

- Your supervisor will send you a reminder to complete your hours.
- If you don't, your supervisor will make a note in your final evaluation.

For other questions, please contact the Director of Professional Learning.