



**Board of Directors Policy – 416**

**Effective Date: December 19, 2024**

Page | 1 of 2

**Policy Number: 416**

Policy Section: 400 - Staff Policies

**POLICY TITLE: Paid Professional Time for Teachers**

**A. PURPOSE**

To implement Utah State Code 53F-7-203, this policy provides guidelines for allocating paid professional hours for educators to enhance instructional effectiveness, improve student outcomes, and foster professional growth.

**B. SCOPE**

This policy applies to all educators within DaVinci Academy, including general and special education teachers, school counselors, administrators, student support staff, school psychologists, speech-language pathologists, and audiologists.

**C. ELIGIBILITY**

Eligible educators include:

- General and special education teachers
- School counselors and specialists
- School administrators
- Student support staff
- School psychologists
- Speech-language pathologists
- Audiologists
- Additional roles (e.g., OT/PTs and nurses) as determined by the DaVinci Academy Administration

**D. ALLOCATION AND FUNDING**

- Eligible educators receive up to 32 hours annually, prorated based on their full-time equivalent (FTE) status.
- Subject to legislative appropriations, the State Board will distribute funds proportionally to LEAs based on educator numbers.



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Page | 2 of 2

**E. APPROVED ACTIVITIES**

Paid professional hours must focus on activities that:

- Enhance subject knowledge and pedagogical skills;
- Facilitate lesson planning and preparation;
- Foster understanding of student learning processes;
- Support data analysis to adjust instructional strategies;
- Align with school/LEA academic improvement goals;
- Include participation in workshops, training sessions, or evidence-based seminars; not tied to degree programs.

**F. EDUCATOR RESPONSIBILITIES**

- Professional Plan: By September 30, educators must create a professional development plan with their principal outlining the use of hours.
- Documentation: Educators must submit a detailed report by the fiscal year-end, documenting how the hours were utilized.

**G. REIMBURSEMENT AND COMPLIANCE**

Eligible expenses include:

- Registration fees, travel, and necessary materials
- Compensation at the contractual hourly rate
- Timesheets and plans must be completed, approved by supervisors, and submitted by the specified deadlines (September 30 and May 20 annually).