



<b>POLICY—400.212—LOCAL PROFESSIONAL IMPROVEMENT COMMITTEE</b>		
	<i>DISTRICT CODE:</i> 400.212	<i>ADOPTED:</i> 11.15.2016
	<i>RESCINDS:</i> GCIG	<i>ADOPTED:</i> 5.12.2015
<b><u>BOARD POLICY</u></b>		
<ol style="list-style-type: none"> <li>1. The Board of Education recognizes the value of a competent, professional trained teaching staff and authorizes the establishment of a Local Professional Improvement Committee (LPIC) to encourage, guide, and reward the professional development of staff members.</li> <li>2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.</li> </ol>		
	<i>ADMIN-REG:</i> 400.212-1	<i>APPROVED:</i> 11.15.16
<b><u>ADMINISTRATIVE REGULATION—400.212-1:</u></b> (LPIC Committee)		
<ol style="list-style-type: none"> <li>1. Membership               <ol style="list-style-type: none"> <li>1.1. The Canyons School District LPIC shall consist of the following members:                   <ol style="list-style-type: none"> <li>1.1.1. Director of Human Resources or designee;</li> <li>1.1.2. Director (s) of Instructional Supports Department or designee;</li> <li>1.1.3. A principal appointed by the Superintendent; and</li> <li>1.1.4. A recognized employee agent representative.</li> </ol> </li> <li>1.2. A Director of Instructional Supports shall act as chairperson.</li> </ol> </li> <li>2. Schedule of Meetings               <ol style="list-style-type: none"> <li>2.1. LPIC meetings shall be scheduled on a monthly basis. Other meetings will be scheduled as often as business requires.</li> </ol> </li> </ol>		
	<i>ADMIN-REG:</i> 400.212-2	<i>APPROVED:</i> 11.15.16
<b><u>ADMINISTRATIVE REGULATION—400.212-2:</u></b> (In-Service Evaluation Criteria)		
<ol style="list-style-type: none"> <li>1. The following criteria will be used for in-service evaluation:               <ol style="list-style-type: none"> <li>1.1. The request meets an established district need.</li> <li>1.2. At least fourteen (14) clock hours (60-minute sessions) of classroom instruction are required for each one (1) semester hour of credit. Clock hours are considered as direct instruction. Lab activities, homework, or time for meals cannot be counted.</li> </ol> </li> <li>2. Clarification of lane change credit:</li> </ol>		



- 2.1. Credit for salary lane changes will be granted for college credit (issued by an accredited institution), USBE approved credit, District approved credit, and LPIC approved in-service credit.
- 2.2. Education and/or pedagogical courses required to obtain Level one (1) licensure in the State of Utah may not be used toward lane change credit.
3. An in-service class offered out of the District may be approved for salary lane change credit if it is recommended by one or more District administrators as meeting an assessed District need.
  - 3.1. In-service training where teachers receive a stipend may be counted for salary lane change and may count toward state recertification. A stipend will be considered as an hourly payment or honorarium for attendance. District stipends will be based on the Elective In-Service Rubric (See, Policy—400.212-Exhibit-1). An honorarium will be considered a payment fee, not a reimbursement for expenses.
  - 3.2. In-service instructors will be compensated according to stipends approved by the Instructional Supports Department.
  - 3.3. University credit will be accepted on a semester-hour basis.
  - 3.4. Salary lane change credit will be processed in the Human Resources Department in accordance with Policy—410.7—Salary Guidelines which details educator responsibilities.

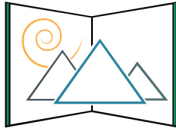
ADMIN-REG:  
400.212-3

APPROVED:  
11.15.16

**ADMINISTRATIVE REGULATION—400.212-3: (LPIC Committee Function)**

**LPIC Functional Responsibilities**

1. The LPIC shall review all school and individual in-service requests for credit and make recommendations regarding approval. Upon LPIC approval, the Director (s) of Instructional Supports Department (ISD) shall sign the in-service requests. The Director (s) of Instructional Supports will review and approve District in-service requests.
  - 1.1. Any District educator may submit to the Instructional Supports Office a request to teach a specific in-service course. The Instructional Supports Office will then arrange for the class according to district guidelines.
  - 1.2. Any District educator or principal may submit to the Instructional Supports Office a request for in-service training. The Instructional Supports Office will then arrange for the class according to district guidelines.
  - 1.3. Before a District, school or individual course is approved, the instructor(s) must have a resume on file with the Instructional Supports Office as well as a course syllabus, a student evaluation plan, and a statement of the desired academic outcome. Any in-service class for salary lane credit must be approved before the class begins.



- 1.4. Lane change credit will be granted for all courses approved by the Utah State Board of Education (USBE) and posted for credit on CACTUS. Credit will be granted for courses taught by other agencies as long as the courses are submitted to and approved by the LPIC before the course begins and the course meets all other policy requirements.

ADMIN-REG:  
400.212-4

APPROVED:  
11.15.16

**ADMINISTRATIVE REGULATION—400.212-4: (Education Leave Screening)**

1. The LPIC shall screen all applications for educational leave according to Policy—Employee Leave (Licensed)(410.4-3), and make recommendations to the Superintendent for approval.
2. The LPIC shall screen all applicants for short-term, less than four-week paid educational leaves associated with Fulbright scholarships and exchanges.

**EXHIBITS**

Policy—400.212—Exhibit—1 (Elective In-Service Rubric)

**REFERENCES**

None

**FORMS**

None

*CANYONS BOARD OF EDUCATION*

This online presentation is an electronic representation of the Canyons School District’s currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.