

# ADMINISTRATIVE PROCEDURES

GBIA

## PERSONNEL TEACHER EVALUATIONS

April 15, 2013

- A. The performance evaluation system will include at least an annual year-end evaluation.
1. The annual year-end performance evaluation will be based **in part** on student growth and assessment data. ~~For the 2013-2014 school year, at least 25% of the performance evaluation will be based on student growth and assessment data; for the 2014-2015 school year, at least 40% of the performance evaluation will be based on student growth and assessment data; and for the 2015-2016 school year and beyond, at least 50% of the performance evaluation will be based on student growth and assessment data. All student growth and assessment data shall be measured using the student growth assessment tool enacted by the legislature under MCL 380.1249(6).~~ **The percentage of the annual year-end evaluation based on the student growth and assessment data will be equal to the percentage established by law.** If student growth and assessment data is available for a teacher for at least three school years, the annual year-end evaluation shall be based on student growth and assessment data for the most recent three-consecutive-school-year period. If not, the annual year-end evaluation shall be based on all student growth and assessment data that is available for the teacher.
  2. The annual year-end performance evaluation shall include specific performance goals. Specific performance goals will assist in improving effectiveness for the next school year and are developed by the school administrator or his or her designee conducting the evaluation, in consultation with the teacher, and any recommended training identified by the school administrator or designee, in consultation with the teacher, that would assist the teacher in meeting the goals. For a first year probationary teacher or a teacher who received a rating of ineffective or minimally effective on his or her most recent annual year-end evaluation, the school administrator or designee shall develop, in consultation with the teacher, an individualized development plan that includes these goals and training and is designed to assist the teacher to improve his or her effectiveness.
- B. The performance evaluation system will include a mid-year progress report for a teacher who is in the first year of the probationary period, or who received a rating of minimally effective or ineffective in his or her most recent annual year-end evaluation. The mid-year progress report shall be used as a supplemental tool to

gauge a teacher's improvement from the preceding school year and to assist a teacher to improve.

The mid-year progress report shall: ~~Shall be based at least in part on student achievement;~~

1. **Be based at least in part on student achievement;**
  2. ~~Shall~~ **Be** aligned with the teacher's individualized development plan under subdivision A.2. above;
  3. ~~Shall~~ **Include** specific performance goals for the remainder of the school year that are developed by the school administrator conducting the annual year-end evaluation or his/her designee and any recommended training identified by the school administrator or designee that would assist the teacher in meeting these goals;
  4. ~~Shall~~ **Include** a written improvement plan developed by the school administrator or designee, in consultation with the teacher, that includes these goals and training and is designed to assist the teacher to improve his or her rating; and
  5. ~~Shall~~ **Be developed** in addition to an annual year-end evaluation.
- C. The performance evaluation system will include classroom observations. All of the following apply to these classroom observations:
1. The manner in which a classroom observation is conducted shall be consistent with the **selected** state evaluation tool. ~~for teachers.~~
  2. A classroom observation shall include a review of the teacher's lesson plan and the state curriculum standard being used in the lesson and a review of pupil engagement in the lesson.
  3. A classroom observation does not have to be for an entire class period.
  4. Unless a teacher has received a rating of effective or highly effective on his or her two most recent annual year-end evaluations, there shall be multiple classroom observations of the teacher each school year.
- D. The performance evaluation system may allow an exemption of student growth data for a particular pupil for a school year upon the recommendation of the school administrator conducting the annual year-end evaluation or his or her designee and approval of the school district superintendent or his or her designee.
- E. The performance evaluation system shall assign an effectiveness rating to each teacher of ~~(1)~~ highly effective, ~~(2)~~ effective, ~~(3)~~ minimally effective, **and or** ~~(4)~~ ineffective. ~~based on his or her score on the annual year-end evaluation.~~
- F. The performance evaluation system shall provide that if a teacher is rated as ineffective on three consecutive annual year-end evaluations, the teacher will be dismissed from his or her employment.
- G. The performance evaluation system shall provide that if a teacher is rated as highly effective on three consecutive annual year-end evaluations, the school district may

choose to conduct a year-end evaluation biennially instead of annually. However, if a teacher is not rated as highly effective on one of these biennial year-end evaluations, the teacher shall again be provided with annual year-end evaluations.

- H. The performance evaluation system shall permit a teacher who is not in a probationary period and is rated as ineffective on the annual year-end evaluation, to request a review of the evaluation and the rating by the school district superintendent. The request for a review must be submitted in writing within 20 days after the teacher is informed of the rating. Upon receipt of the request, the school district superintendent or designee shall review the evaluation and rating and may make any modifications as appropriate based on his or her review. However, a review as described in this paragraph may only occur twice in a three school year period.