

EVALUATION OF TEACHERS REGULATIONS

- 1.0 Continuing contract teachers will be evaluated at least once every three years. Probationary teachers will be evaluated at least once every year. The Superintendent/designee will require such additional evaluations as are deemed necessary.
- 2.0 Evaluations will be conducted according to the following guidelines:
  - 2.1 Evaluative criteria will be in written form, based on job descriptions and made permanently available to the teacher;
  - 2.2 Evaluations will be made by the Superintendent, the immediate supervisor, or their designee;
  - 2.3 Evaluations will be made on the basis of actual classroom visitation and observation of teaching skill and control;
  - 2.4 Evaluation results will be explained by explicit (non-general) terms; supported by specific data, and will include recommendations to correct any deficiencies;
  - 2.5 Re-evaluations may not be performed in fewer than 30 calendar days proceeding the original evaluation;
  - 2.6 The teacher being evaluated will have the right to attach a memorandum to the written evaluation;
  - 2.7 Results of all evaluations will be kept in confidential personnel files and attached memorandum, maintained by the Superintendent and/or his/her designee;
  - 2.8 As an acknowledgement that the evaluation has been performed, but not necessarily mutually agreed to, the evaluator and teacher will sign the written reports.
  - 2.9 All parties will be entitled to receive and copies of the report and attachments.

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Revised: March 20, 1980  
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