

EVALUATION OF CERTIFICATED STAFF REGULATIONS

General Provisions Which Apply to Both First Year Teachers and All Other Teachers

1. The teacher's immediate supervisor or any other administrator with supervision responsibility of said teacher may conduct additional teacher observations, evaluations, and conferences other than those provided by this regulation with or without prior notice to said teacher.
2. All administrators shall conduct all teacher observations, evaluations, and conferences in a good faith manner, and shall not use any part of such evaluation program for the exhibition of personal ill will or malice towards any teacher.
3. All evaluations of teachers shall be reduced in writing and placed in the teacher's personnel file on a periodic basis as required by policy and/or contract.
4. All evaluations, other than self-evaluations, shall be conducted by immediate supervisors and/or administrators. The evaluators shall be candid and identify and record weaknesses and strengths of each teacher.
5. Each evaluator shall make reasonable efforts to develop or obtain suggestions for improvements of each evaluatee's employment performance and to reduce any such suggestions to writing and provide a copy to the evaluatee.
6. All copies of any writing provided to a teacher as a part of the evaluation process shall be acknowledged in writing by the teacher as to receipt of such copy, and such acknowledgment shall be placed in the teacher's personnel file.
7. Written evaluations shall include the facts which form the basis or reason for any judgment or opinion of an evaluator.
8. Teachers other than classroom teachers, such as, but not necessarily limited to, guidance counselors, shall be evaluated, using the applicable provisions of this regulation and Board Policy GCN.
9. Evaluators evaluating supplemental service contract duties shall establish and maintain evaluation programs for such a position and submit such programs on or about September 25 of each school year to the Superintendent for review and approval. Such evaluation program shall not be inconsistent with the intent and philosophy of the general evaluation program provided for by Policy GCN.

Special Provisions Which Apply to Non-Permanent Teachers

1. The immediate supervisor, or other administrator, of each non-permanent teacher, during each school year of employment of said teacher shall observe such

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such teacher's classroom instructional performance with students. Generally, such observation shall be approximately thirty minutes or more in length. Generally, such observations shall be conducted on a periodic basis with normally not less than one observation each full month of instruction prior to January 1 of each year and not less than one observation on each six weeks of full instruction after January 1 of each school year.

2. The immediate supervisor and/or other administrator shall hold no less than three (3) conferences with the non-permanent teacher evaluated and shall discuss the written evaluation with said teacher at such conference, and at that time provide said teacher a copy of the written evaluation. One of such conferences shall be held on or before each of the following school calendar events:
 - a. Thanksgiving Break
 - b. End of First Semester
 - c. Spring Break
3. Upon the written request of a non-permanent teacher delivered in writing to the principal within thirty days after the teacher received the evaluation required by this section, the principal shall provide the teacher with an additional evaluation. The teacher shall be entitled to only one such additional evaluation under this subsection.

Special Provisions Which Apply to Semi-Permanent Teachers

1. The immediate supervisor or other administrators, of each semi-permanent teacher during each school year of employment of said teacher shall observe such teacher's classroom instructional performance with students. Generally, such observation shall be approximately thirty minutes or more in length, and generally such observations shall be conducted on a periodic basis normally not less than one observation each nine weeks of instruction in the first semester and one observation in the second semester.
2. The immediate supervisor and/or other administrators shall hold a conference with each semi-permanent teacher after each written evaluation and to provide the teacher a copy of the written evaluation at the conference. One of such conferences shall be held on or before each of the following school calendar events:
 - a. Winter Recess
 - b. Spring Break *
3. Upon the request of a semi-permanent teacher delivered in writing to the principal within thirty days after the teacher receives the evaluation required by this section, the principal shall provide the teacher with an additional evaluation. The teacher

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shall be entitled to only one such additional evaluation under this sub-section.

* Last Board Meeting in March if non-renewal is contemplated.

Special Provision Which Apply to Permanent Teachers

1. Immediate supervisor or other administrators of each permanent teacher shall observe such permanent teacher's classroom instructional performance with students as required by Policy GCN. Generally, such observation shall be approximately thirty minutes or more in length.
2. The immediate supervisor and/or other administrators shall hold the conference with the permanent teacher evaluated and discuss the written evaluation with said teacher at said conference, and at that time, provide the teacher a copy of the written evaluation. The conference shall be held as required by Policy GCN.

Effect of Regulation and Miscellaneous

1. No provision of this regulation shall be applied in bad faith. Compliance with this regulation shall not be a requirement to the imposition of any type of employee discipline. Generally, except for good cause, observation shall be conducted without notice.

Definitions

1. A "non-permanent teacher" shall mean any teacher who serves in the school corporation and is neither a permanent or semi-permanent teacher in the school corporation.
2. A "semi-permanent teacher" shall mean any teacher who serves under contract as a teacher in the school corporation for two (2) successive years and at any time thereafter enters into a teacher's contract for further service within the school corporation and who is not a permanent teacher.
3. A "permanent teacher" shall mean any teacher who serves under contract as a teacher in the school corporation for five or more successive years and at any time enters into a teacher's contract for further service with the school corporation.

Adoption Date: September 13, 1978; Revised: October 12, 1987

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