

MSD OF WAYNE TOWNSHIP EVALUATION OF TEACHING STAFF PLAN

As required in IC 20-28-11.5 (Performance Evaluations) teacher evaluations shall include the following:

1. Conducted Annually (minimum)
2. Objective measures of student achievement and growth.
3. Measures of effectiveness through observations.
4. Designation of each teacher in one (1) of the following rating categories:
 - Highly Effective
 - Effective
 - Improvement Necessary
 - Ineffective
5. Explanation of evaluator's recommendations for improvement and time frame in which improvement is expected.

General Procedures

1. The Wayne Teacher Effectiveness Rubric and evaluation procedures shall be provided to each newly employed teacher and made available to each teacher through the district web site.
2. Conferences between evaluator and teacher shall be held in a place suitable for preserving confidentiality with as few interruptions as feasible and practical.
3. While it is recommended that only the evaluator/observer and teacher be present at all conferences, the teacher may request a representative be present and the administrator may include other supervisory personnel as well.
4. Evaluators and observers shall receive training on all aspects of the teacher evaluation system.
5. All evaluation conferences shall be conducted by the principal, assistant principal, or other administrative personnel.

Classroom Observations

1. A minimum of two (2) scheduled classroom observations shall be completed according to the following timetable:
 - One (1) observation shall be conducted, with conference, prior to the beginning of the Winter Recess.
 - One (1) observation shall be conducted, with conference, prior to June 1 of each year.
2. Notice of the scheduled observation shall be given to the teacher at least one (1) day prior to the observation.
3. Each scheduled observation shall be followed within five (5) working days by a conference between the teacher and the observer. Only circumstances such as absence of one of the parties or other extenuating circumstances should be allowed to prevent holding the conference within this timeframe. Conference rescheduling shall be for a date mutually agreed between both parties.
4. The written report of the scheduled observation shall be provided at least one (1) day prior to the conference.
5. Notice of the conference shall be given to the teacher at least one (1) day prior to the conference.
6. Additional observations and conferences may be held at any time.
7. “Walk-throughs” or other informal non-scheduled observations, without conferences, may be conducted at any time. However, any concerns from the observer shall be communicated to the teacher through email, written memorandum, or conference.
8. All observations shall be conducted by the principal, assistant principal, or other administrative personnel.
9. Department chairpersons or other leadership personnel may provide input for clarification.

Evaluations

1. An evaluation conference shall be held no later than fifteen (15) school days after receiving teacher effectiveness ratings from the Indiana Department of Education.

2. The completed evaluation form shall be provided to the teacher at least one day prior to the scheduled conference. The content informing this evaluation shall include the observation data and student achievement/growth data from the previous school year.
3. Notice of the evaluation conference shall be provided to the teacher via email at least one day prior to the conference.
4. The teacher may add comments to the evaluation form within two working days of the completed conference.
5. The teacher may request a meeting with the appropriate Director(s) of Elementary Education or Secondary Education within 5 working days of the completed conference.

Final Determination

1. Included in the evaluation will be a final rating determined through the numerical combination of the Wayne Teacher Effectiveness Rubric and student achievement/growth data. The ratings are as follows:
 - Highly Effective
 - Effective
 - Improvement Necessary
 - Ineffective
2. Any teacher determined to have negative growth shall receive either a rating of Improvement Necessary or Ineffective. Negative growth is determined either by the results of the state exam through the Indiana Department of Education or as determined by the evaluator.
3. Where a teacher's final rating is improvement necessary or ineffective, the teacher will be issued a Remediation Plan pursuant to IC 20-28-11.5-6. Such Remediation Plan will include Professional Growth Point (PGP) activities pertaining to identified area(s) of improvement. The evaluator will collaborate and seek agreement with the teacher/administrator on the specific PGP activities to be included in the Plan. The evaluator and the teacher will develop the plan of not more than ninety (90) school days in length to correct deficiencies noted in the teacher's evaluation. The exact length of the remediation plan will depend on the nature of the deficiencies to be addressed.

4. No student will be instructed for two consecutive years by two consecutive teachers rated as ineffective. However, if this situation is unavoidable, communication with the parent will occur as required by law and policy.

5. A recommendation to the Board of Education to cancel a teacher contract based on final evaluation determinations may be made according to the following criteria, pursuant to IC 20-28-7.5-1:

- Probationary Teachers
 - One (1) Ineffective rating or two (2) consecutive Improvement Necessary ratings.
- Professional or Established Teachers
 - Two (2) consecutive Ineffective ratings or a combination of three (3) Improvement Necessary and Ineffective ratings within any five (5) year period.

6. Definitions:

Probationary Teacher

- A teacher employed by the MSD of Wayne Township after July 1, 2012 who is not yet eligible to be a Professional Teacher.

Professional Teacher

- A Probationary Teacher earns Professional status after a combination of three (3) Effective or Highly Effective ratings are earned within any five (5) year period. Professional status is lost and the teacher becomes a Probationary Teacher after one (1) Ineffective rating.

Established Teacher

- A teacher employed by the MSD of Wayne Township prior to July 1, 2012.

“Employed” is defined as being financially compensated for services rendered as a teacher, not the date a Letter of Intent to Employ is signed.

MSD Wayne Township, Marion County, Indiana

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