

Evaluation Cycle for Non-Tenured Teacher		
Time of Year	Process	
Segment 1 1 st Four Weeks of School	Forms/Resources <ul style="list-style-type: none"> • Orientation for all staff within the first 15 school days • One or more Informal Observations • Formal Observation • One or more Informal Observations • Mid-Cycle reflective conversation with evaluator to confirm progress • Informal Observations (as needed) • Formal Observation(s) Summative Evaluation	
Segment 2 Week Five to Winter Break		
Segment 3 Winter Break and Before March BOE Meeting		
Segment 4 Week 19-Week 25	Year 1: Utilize the Domain Reflection Forms in Form 1 to determine Strengths, Areas of Growth, & Next Steps	Year 2: Based upon the Domain Reflection Forms, develop an Individual Growth Plan

*A minimum of two formal observations are required within each school year.

Evaluation Cycle for Tenured (Proficient/Excellent)		
Time of Year	Process	
Segment 1 First Semester	Year 1: <ul style="list-style-type: none"> • Orientation for all staff within the first 15 school days • Meeting to plan evaluation cycle for the school year within the first 20 school days • Informal Observation(s) (at least one) Formal Observation(s) (at the request of the bargaining unit member or administrator)	Year 2: <ul style="list-style-type: none"> • Orientation for all staff within the first 15 school days • Meeting to plan evaluation cycle for the school year within the first 20 school days • Minimum of one Formal Observation with Pre-Observation and Post-Observation Conferences • Following any observations and at least 45 calendar days before the end of the school year, a Summative Conference with Summative Rating
	<ul style="list-style-type: none"> • Informal Observation(s)(at least one) • Formal Observation(s) (at the request of the bargaining unit member or administrator) • Following observations and before the end of the school year, Mid-Cycle Reflective conference with Formative Rating 	

Evaluation Cycle for Tenured Teacher (Needs Improvement)	
<p>Segment 1 First Semester</p>	<ul style="list-style-type: none"> • Orientation for all staff within the first 15 school days • Meeting to confirm Areas of Strength and Areas of Needed Improvement within the first 20 school days • Evaluator in collaboration with the teacher, create a Professional Development Plan (PDP) • Review District examples for Teaching/Specialists Practices as appropriate and district supports • Assign any Certified Staff member(s) who will provide support for the plan and confirm implementation of the PDP • Informal Observation(s) • Formal Observation(s)
<p>Segment 2 Second Semester</p>	<ul style="list-style-type: none"> • Meeting to discuss progress towards PDP with a formative rating • Identify addition support if needed • Preview the remainder of the evaluation cycle this school year • Informal Observation(s) • Formal Observation(s) • Following any observations and at least 45 calendar days before the end of the school year, a Summative Conference with Summative Rating