Teacher/Principal Meeting and Classroom Observation Protocol

Newly Hired Teachers

- **3 meetings / year**
  - **1st** meeting (within 4-8 weeks of start of school)
    - Self-assessment (to review in the Spring)
    - Set Professional Practice Goals
    - Discuss plans for observations
    - Discuss & document Student Outcome Goals
  - **2nd** meeting (by the end of January)
    - Principal assesses practices
    - Drop ins are discussed & documented
    - Student growth is reviewed
    - Document the conversation for reference
  - **3rd** meeting (by the end of April)
    - Summative evaluation on practices and growth
  - **Formal Observations (2)**
    - One time/date specific in 1st semester
    - One unannounced in 2nd semester

Probationary Teachers

- **3 meetings / year (2 mtgs. if rated effective or higher the previous year)**
  - **1st** meeting
    - Self-assessment (to review in the Spring) optional to share with evaluator
    - Review goals
    - Discuss plans for observations
    - Discuss & document student outcome goals
  - **2nd** meeting (if teacher is not rated effective or principal discretion)
    - Principal assesses practices
    - Drop ins are discussed & documented
    - Student growth is reviewed
    - Document the conversation for reference
  - **3rd** meeting
    - Drop ins are discussed & documented
    - Summative evaluation on practices and growth
  - **Formal Observations (minimum of 30 min.)**
    - One formal observation required
    - One unannounced prior to March. A time frame for the observation must be given to the teacher.
Non-Probationary Teachers

- 3 meetings / year (2 mtgs. if rated effective or higher the previous year)
  - 1st meeting
    - Self-assessment (to review in the Spring) optional to share with evaluator
    - Review goals
    - Discuss plans for observations
    - Discuss & document student outcome goals
  - 2nd meeting (if teacher is not rated effective or principal discretion)
    - Principal assesses practices
    - Drop ins are discussed & documented
    - Student growth is reviewed
    - Document the conversation for reference
  - 3rd meeting (by the end of April)
    - Drop ins are discussed & documented
    - Summative evaluation on practices and growth

- Formal Observations – No formal observations required. May be requested by either the teacher or the principal. A time frame for the observation must be given to the teacher.

Guidelines for Classroom Observations

Formal Observations

- A principal can extend a drop-in observation beyond 3 minutes, including more than 30 minutes, but it will not be considered a Formal Observation unless it had been previously communicated/requested.
- If a principal has certain things they are looking for, this will be communicated to the teacher prior to the formal observation.
- If the teacher has something they want the principal to look for, this will be communicated to the principal before the observation.
- A follow up to each formal observation must be documented: conversation, email, or some other form of documentation

Informal/Drop-in Observations

- All teachers will receive multiple, drop-in observations each year, a minimum of 5 times for at least 3 minutes. No immediate written feedback is required, although any concerns on the part of the evaluator must be communicated to the teacher within 48 hours.
- Drop-in observations need to be discussed and documented at the mid-year meeting for new teachers and the year-end meeting for non-probationary teachers.

Additional Meetings/Observations

- Additional meetings/observations may be requested by the evaluator or the teacher.