

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.