**Staff Performance Evaluation Plan Submission Cover Sheet**

**SY 2022-2023**

**Context:** Indiana Code (IC) 20-28-11.5-8(d) requires each school corporation to submit its entire staff performance evaluation plan to the Indiana Department of Education (IDOE) and requires IDOE to publish the plans on its website. This cover sheet is meant to provide a reference for IDOE staff and key stakeholders to view the statutory- and regulatory-required components of staff performance evaluation plans for each school corporation. Furthermore, in accordance with IC 20-28-11.5-8(d), a school corporation must submit its staff performance evaluation plan to IDOE for approval in order to qualify for any grant funding related to this chapter. Thus, it is essential that the reference page numbers included below clearly demonstrate fulfillment of the statutory (IC 20-28-11.5) and regulatory (511 IAC 10-6) requirements.

| School Corporation Name |  |
| --- | --- |
| School Corporation Number |  |
| Evaluation Plan Website Link |  |

**For the 2022-2023 School Year, we have adopted the following Evaluation Model:**

☐ The System for Teacher and Student Advancement (TAP)

☐ The Peer Assistance and Review Teacher Evaluation System (PAR)

☐ RISE 3.0 State Model

☐ Locally Developed Plan

☐ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

In the chart below, please type the page numbers in your staff performance evaluation document which clearly display compliance with the requirements. Please note, your plan may include many other sections not listed below.

**Submission:**

Once completed, please **upload this cover sheet via the following** [**Jotform**](https://form.jotform.com/220615699743970) **by Friday, September 16, 2022.** If you cannot provide a direct website link (above) to your evaluation plan, you must upload the entire plan and this cover sheet as a single PDF. Please make sure the link provided will lead directly to your evaluation plan, and that a login and password will not be required for access. Contact [Dr. Rebecca Estes](mailto:restes@doe.in.gov), Senior Director of Educator Talent, with any questions.

| **Evaluation Plan Discussion** | | | |
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| Requirement | Statutory/Regulatory Authority | Examples of Relevant Information | Reference Page Number(s) |
| Evaluation plan must be in writing and explained before the evaluations are conducted | IC 20-28-11.5-4(f)(1)  IC 20-28-11.5-4(f)(2) | Process for ensuring the evaluation plan is in writing and will be explained to the governing body in a public meeting before the evaluations are conducted  Before explaining the plan to the governing body, the superintendent of the school corporation shall discuss the plan with teachers or the teachers' representative, if there is one |  |

| **Annual Evaluations** | | | |
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| Requirement | Statutory/Regulatory Authority | Examples of Relevant Information | Reference Page Number(s) |
| Annual performance evaluations for each certificated employee | IC 20-28-11.5-4(c)(1) | Plan and metrics to evaluate ***all*** certificated employees, including teachers, administrators, counselors, principals and superintendents |  |
| Annual performance evaluations include a minimum of two (2) observations | 511 IAC 10-6-5 | A minimum of two (2) observations as part of formative evaluations that shall take place at reasonable intervals to ensure that teachers have the opportunity to demonstrate growth prior to a summative evaluation |  |

| **Evaluators** | | | |
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| Requirement | Statutory/Regulatory Authority | Examples of Relevant Information | Page Number(s) |
| Only individuals who have received training and support in evaluation skills may evaluate certificated employees | IC 20-28-11.5-1  IC 20-28-11.5-5(b)  IC 20-28-11.5-8(a)(1)(D) | Description of ongoing evaluator training  Description of who will serve as evaluators  Process for determining evaluators |  |
| Teachers acting as evaluators (*optional*) clearly demonstrate a record of effective teaching over several years, are approved by the principal as qualified to evaluate under the evaluation plan, and conduct staff evaluations as a significant part of their responsibilities | IC 20-28-11.5-1(2)  IC 20-28-11.5-1(3)  511 IAC 10-6-3 | Description of who will serve as evaluators  Process for determining evaluators |  |
| All evaluators receive training and support in evaluation skills | IC 20-28-11.5-5(b)  511 IAC 10-6-3 | Description of ongoing evaluator training |  |

| **Rigorous Measures of Effectiveness** | | | |
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| Requirement | Statutory/Regulatory Authority | Examples of Relevant Information | Page Number(s) |
| Rigorous measures of effectiveness, including observations and other performance indicators | IC 20-28-11.5-4(c)(2) | Observation rubrics - for ***all*** certificated staff - with detailed descriptions of each level of performance for each domain and/or indicator  Other measures used for evaluations (*e.g.,* surveys) |  |

| **Evaluation Feedback** | | | |
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| Requirement | Statutory/Regulatory Authority | Examples of Relevant Information | Page Number(s) |
| An explanation of evaluator’s recommendations for improvement and the time in which improvement is expected | IC 20-28-11.5-4(c)(4)  511 IAC 10-6-5 | Process and timeline for delivering feedback on evaluations  Process for linking evaluation results with professional development |  |

| **Designation in Rating Category** | | | |
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| Requirement | Statutory/Regulatory Authority | Examples of Relevant Information | Page Number(s) |
| A summative rating as one of the following: highly effective, effective, improvement necessary, or ineffective | IC 20-28-11.5-4(c)(5)  511 IAC 10-6-4(c) | Summative scoring process that yields placement into each performance category  Weighting (broken down by percentage) of all evaluation components |  |
| A definition of negative impact for certificated staff  A final summative rating modification if and when a teacher negatively affects student growth | IC 20-28-11.5-4(c)(3) | Definition of **negative impact** on student growth for all certificated staff  Description of the process for modifying a final summative rating for negative growth |  |

| **Feedback and Remediation Plans** | | | |
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| Requirement | Statutory/Regulatory Authority | Examples of Relevant Information | Page Number(s) |
| All evaluated employees receive completed evaluation and documented feedback within seven business days from the completion of the evaluation. | IC 20-28-11.5-6(a) | System for delivering summative evaluation results to employees |  |
| Remediation plans assigned to teachers rated as ineffective or improvement necessary | IC 20-28-11.5-6(b) | Remediation plan creation and timeframe  Process for linking evaluation results with professional development |  |
| Remediation plans include the use of employee’s license renewal credits | IC 20-28-11.5-6(b) | Description of how employee license renewal credits and/or Professional Growth Points will be incorporated into remediation |  |
| Means by which teachers rated as ineffective can request a private conference with the superintendent | IC 20-28-11.5-6(c) | Process for teachers rated as ineffective to request conference with superintendent |  |

| **Instruction Delivered by Teachers Rated Ineffective** | | | |
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| Requirement | Statutory/Regulatory Authority | Examples of Relevant Information | Page Number(s) |
| The procedures established for avoiding situations in which a student would be instructed for two consecutive years by two consecutive teachers rated as ineffective | IC 20-28-11.5-7(c) | Process for ensuring students do not receive instruction from ineffective teachers two years in a row |  |
| The procedures established to communicate to parents when student assignment to consecutive teachers rated as ineffective is unavoidable | IC 20-28-11.5-7(d) | Description of how parents will be informed of the situation |  |