

TEACHER EVALUATION

Board Policy

It is the intent of the Belle Fourche School Board to provide performance evaluation based on The South Dakota Framework for Teaching. Multiple measures for evaluations will be utilized. The ultimate goal of this appraisal is to improve teaching and to encourage professional growth. A cooperative approach toward evaluations will be maintained between teachers and administrators. The performance evaluation will treat all personnel with respect, dignity and consideration.

Guidelines

The Belle Fourche School District establishes the following guidelines to assist in the administration of the policy.

1. Within two weeks after the beginning of each school year, the appropriate supervisor will acquaint each employee under his/her supervision with the evaluation procedures, standards and instruments to be used. The supervisor will also inform the employee which supervisor has been designated to observe and evaluate the employee's performance. The purpose of this orientation is to achieve mutual understanding of the evaluation system. No evaluation will take place until such orientation has been completed. A new employee or an employee reassigned after the beginning of the school year will be notified by the appropriate supervisor of the evaluation procedures in effect. Such notification will be within two (2) weeks of the first day in the new assignment.
2. An appropriate supervisor(s) will be designated to orient and evaluate each employee not specifically assigned to a particular building. Such orientation and evaluation will require the same schedule and procedures as stated in number 1.
3. All formal classroom observations of an employee will be conducted with the full knowledge of the employee. No observations should unduly interfere with normal teaching-learning process. Employees will be notified at least one (1) working day before any formal observation for purposes of evaluation.
4. Multiple measures for evaluations will be utilized.
5. All contract employees will be observed formally as follows:

- a) In each of the first three years in the District at least two formal observations and a summative evaluation shall be completed prior to April 1.
 - b) After the third year in the District, at least one observation will be conducted each year. Additional observations and/or evaluations may be conducted as requested by the appropriate supervisor or the employee.
6. Teachers will be evaluated in years one through three not less than annually, and each certified teacher in the fourth contract year or beyond, not less than every other year. For teachers in the fourth year and beyond who are not being evaluated in a given year, a recommendation regarding continued employment will be provided to the Superintendent prior to April 1.

A plan of assistance will be provided for any teacher who is in the fourth or subsequent year whose performance does not meet the district performance standards. Although the purpose of evaluation is to improve instruction, a teacher's failure to demonstrate proficiency may lead to termination proceedings. Should termination proceedings result, the teacher in question is entitled to due process under the provisions of District Policy and South Dakota Codified Law.

See Policy GAC for evaluation of related employees.

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Rev. 03-09-99
Rev. 05-19-98
Rev. 06-12-95

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