

Adopted: 1-18-16

Revised: 12-19-19

ROCHESTER BEACON ACADEMY-RBA
POLICY No. 425
TEACHER EVALUATION PROCESS POLICY

I. PURPOSE

The purpose of this policy is to satisfy Minnesota Statute 122A.40 requirements and outline the process for teacher evaluations at Rochester Beacon Academy.

II. PROBATIONARY TEACHER:

- A. A probationary teacher is one in their first three years of teaching and after this, their first year in another district.
- B. Formal evaluation must occur three times per year with the first observation occurring within the first 90 days of the school year.
- C. During the probationary period annual contracts may or may not be renewed as the school board sees fit by July 1st.
- D. Probationary teachers shall be provided coaches or mentors during their probationary period.
- E. Probationary teachers must participate in the Professional Learning Communities (PLCs).

III. CONTINUING CONTRACT TEACHER

- A. A continuing contract teacher is one that is not in their probationary period.
- B. Continuing contract teachers must participate in Professional Learning Communities (PLCs).
- C. Continuing contract teachers will be formally evaluated every three years to include an individual growth and development plan, a peer review process and at least one summative evaluation from a school administrator.
- D. During the years when not formally evaluated, a continuing contract teacher must participate in a peer review.

- E. Continuing contract teachers can elect to complete a portfolio demonstrating evidence and professional growth (122A.40 Sub 8, #8)
- F. Part of the evaluation will include valid and reliable assessment data from state and local assessments (35% of evaluation), as well as student engagement data.
- G. The district must support teachers not meeting professional standards through a corrective action process.
- H. The district must discipline a teacher for not making adequate progress on a corrective action plan.
- I. Student teachers may not be placed in a classroom with a teacher who is in the improvement process.
- J. Grounds for immediate termination may include:
 - a. immoral conduct
 - b. insubordination
 - c. conviction of a felony
 - d. conduct unbecoming of a teacher which requires the immediate removal of the teacher from the classroom or other duties
 - e. failure without justifiable cause to teacher without first securing the written release of the school board
 - f. gross inefficiency which the teacher has failed to correct after reasonable written notice
 - g. willful neglect of duty
 - h. continuing physical or mental subsequent to 12 months leave of absence and inability to qualify for reinstatement in accordance with subdivision 12.

IV. HEARING

- A. Any hearing held pursuant to this section must be held upon appropriate and timely notice to the teacher.
- B. Any hearing held pursuant to subdivision 9 or 13 must be private or public at the discretion of the teacher.
- C. A hearing held pursuant to subdivision 11 must be public and may be consolidated by the school board.
- D. At the hearing, the board and the teacher may be represented by counsel at each party's own expense, and such counsel may examine and cross-examine witnesses and present arguments.
- E. The board must first present evidence to sustain the grounds for termination or discharge and then receive evidence presented by the teacher. Each party may then present rebuttal evidence.

- F. Dismissal of the teacher must be based upon substantial and competent evidence in record.
- G. All the witnesses shall be sworn upon oath administered by the presiding office of the board.
- H. The clerk of the board shall issue subpoenas for witnesses or the production of records pertinent to the grounds upon the request of either the board or the teacher.
- I. The board must employ a court reporter to record the proceedings at the hearing, and either party may obtain s transcript of the hearing at its own expense.

Legal References:

Minn. Stat. § 122A.40 (Teacher Evaluations)