



Evaluation Plan Submission Coversheet

Indiana Code 20-28-11.5-8(d) requires each school corporation to submit its staff performance evaluation plan to the department and requires the IDOE to publish the plans on its website. This cover sheet aims to provide a reference for teachers, administrators, parents, and other stakeholders of the components of performance evaluation plans for each school corporation required by [Indiana Code 20-28-11.5](#). The IDOE will not be “approving” plans using this document.

In the chart below, please reference the page number(s) in your document which clearly display compliance with the requirement. If the plan has multiple documents with duplicate page numbers, please refer to the documents by A, B, C, D etc with the page number following. For example: A-23, B-5, etc.

Your plan may include many other sections not listed below. This sheet is not exhaustive but should encapsulate the main components of your plan. Once completed, please attach this cover sheet to the evaluation plan document you will submit. The whole document, including this cover sheet, needs to be combined into one PDF for submission. All information must be included in ONE PDF as you will only be able to upload one document.

School Corporation Name	Western Wayne Schools
School Corporation Number	8355

Annual Evaluations			
Requirement	Statute	Examples of Relevant Information	Reference Page Number
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, etc. Evaluators responsible for certificated employees	4

Objective Measures of Student Achievement and Growth			
Requirements	Statute	Examples of Relevant Information	Reference Page Number
Objective measures of student achievement and/or growth significantly inform all certificated employees evaluations.	IC 20-28-11.5-4 (c) (2)	Weighting of student achievement in final summative evaluation Protocol for including objective measures of student achievement and growth	7-9
Student performance results from statewide assessments evaluations of employees whose primary responsibility is teaching tested subjects.	IC 20-28-11.5-4 (c) (2)	Student and/or School Wide Growth data Other Statewide Assessments incorporated into evaluations	7-9
Methods of assessing student growth in evaluations of employees who do not teach tested subjects.	IC 20-28-11.5-4 (c) (2)	Student Learning Objectives Other Student Learning Measures for non-tested subjects Student Learning Measures for Non-Teaching Staff School-wide learning measures/A-F	7-9
Student assessment results from locally developed assessments and other test measures in evaluations of all employees.	IC 20-28-11.5-4 (c) (2)	Student Learning Objectives or other student learning measures School-wide learning measures/A-F	7-9

Rigorous Measures of Effectiveness			
Requirements	Statute	Examples of Relevant Information	Reference Page Number
Rigorous measures of effectiveness, including observations and other performance indicators.	IC 20-28-11.5-4 (c) (3)	Observation Rubrics allowing for detailed description at each level of performance for each indicator. <ul style="list-style-type: none"> • Teacher • Other Certificated Staff • Principals • District-Level Certificated Staff Other measures used for evaluations	4-9

Designation in Rating Category			
Requirements	Statute	Examples of Relevant Information	Reference Page Number
A summative rating as either highly effective, effective, improvement necessary, or ineffective.	IC 20-28-11.5-4 (c) (4) and (6)	Definition of performance categories Summative scoring process that yields placement into each performance category	4
A final summative rating modification if and when a teacher negatively affects student growth	IC 20-28-11.5-4 (c) (4) and (6)	Description of modifying final summative rating for negative growth Definition of negative impact on student growth for classes not measured by statewide assessments	5
All evaluation components, including but not limited to student performance data and observation results, factored into the final summative rating.	IC 20-28-11.5-4 (c) (4) and (6)	Process for determining summative rating Scoring Student Learning Measures Weights of evaluation components Process for tracking data and managing documentation	7-9

Evaluation Feedback			
Requirements	Statute	Examples of Relevant Information	Reference Page Number
Recommendations for improvement and the time in which improvement is expected.	IC 20-28-11.5-4 (c) (5) IC 20-28-11.5-4 (d)	Process for delivering feedback on evaluations Process for tying evaluation results to professional development	5

Evaluators			
Requirements	Statute	Examples of Relevant Information	Reference Page Number
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 Evaluator Training Description of who will serve as evaluators Process for determining evaluators	2
Teachers acting as evaluators (which are 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; IC 20-28-11.5-5(b); IC 20-28-11.5-8(a)(1)(D)	Description of who will serve as evaluators Process for determining evaluators	2
All evaluators receive training and support in evaluation skills	IC 20-28-11.5-1; IC 20-28-11.5-5(b); IC 20-28-11.5-8(a)(1)(D)	Description of evaluator training	2

Feedback and Remediation Plans			
Requirements	Statute	Examples of Relevant Information	Reference Page Number
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	System for delivering summative evaluation results to employees	4
Remediation plans assigned to teachers rated as ineffective or improvement necessary.	IC 20-28-11.5-6	Remediation plan creation and timeframe Process for tying evaluation results to professional development	5
Remediation plans include the use of employee's license renewal credits.	IC 20-28-11.5-6	Description of how employee license renewal credits will be incorporated into remediation	5
Means by which teachers rated as ineffective can request a private conference with the superintendent.	IC 20-28-11.5-6	Process for teachers rated as ineffective to request conference with superintendent	5

Instruction Delivered by Teachers Rated Ineffective			
Requirements	Statute	Examples of Relevant Information	Reference Page Number
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	Process for ensuring students do not receive instruction from ineffective teachers two years in a row	5
The procedures established to communicate to parents when student assignment to consecutive teachers rated as ineffective is unavoidable.	IC 20-28-11.5-7	Description of how parents will be informed of situation	5

CERTIFIED PERSONNEL EVALUATION OVEVIEW/PURPOSE

The School Board through the powers derived from the General Assembly of the State of Indiana, is responsible to act upon recommendations by the administration regarding the employment and/or termination of all personnel. To aid in the process of employment recommendations and ultimately to aid the Board in their determination regarding final employment decisions, a system of certified personnel evaluation and assessment is necessary. Evaluations shall be conducted for each certified teacher and/or staff member according to the provisions of Indiana Code.

The expressed purpose of the certified personnel evaluation model of Western Wayne Schools is to assess individual performance in order to improve instruction and professional practice to ensure improved student achievement. When a staff member is employed in these schools, it is because there has been a judgment that expresses confidence in the staff member's abilities. Thus, there is every reason to build a certified personnel evaluation model that supports the individual and reinforces their strengths and addresses their professional challenges. Through this open approach, apprehension is reduced, and staff members shall assume responsibility for using the information to increase their effectiveness.

DEFINITION OF TERMS

ACADEMIC NEEDS OF STUDENTS

Every teacher is considered to be taking into consideration the academic needs of all of his/her students. Our school corporation believes all teachers on a daily basis address the academic needs of all students.

ADMINISTRATOR

Any certified administrator employed by Western Wayne Schools.

EVALUATOR

1. Any certified administrator employed by Western Wayne Schools who has been trained in evaluating skills and is responsible for supervising certified personnel.
2. Any external consultant trained in evaluating skills that is contracted by Western Wayne Schools to conduct certified personnel evaluations, observations, or any evaluation and/or assessment activity established or identified by Western Wayne Schools.
3. Any certified teacher and/or staff member determined by the administration to be qualified to conduct teacher evaluations, observations, or any evaluation and/or assessment activity established or identified by Western Wayne Schools. Teacher evaluators must receive the "highly effective" rating on their own evaluation and be trained in evaluating skills.
4. The school board, when acting solely as a 5 member unit in their legal capacity in the evaluation process of the superintendent. Individual school board members have no authority or responsibility in the evaluation process of any school employee. The school board as a whole shall not be involved in the supervision or evaluation of any certified staff positions, other than the superintendent, as they are not and cannot be sufficiently trained to carry out this important duty.

(Note: As per Indiana Code, all evaluators must be appropriately trained in school personnel evaluative techniques and skills.)

LOCALLY IDENTIFIED ASSESSMENT

An end of course or end of grade level assessment which meets all relevant and applicable Indiana Academic Standards and that is approved by the school administration because the administration believes the specified assessment serves as a reliable, valid, rigorous measure of student achievement and progress for a specified course or grade level.

OBSERVATION

A brief (5-20 minutes) or extended (40 or more minutes) visit to the certified personnel's instructional and/or work environment by an evaluator for the purpose of collecting data to be used for the individual's final summative evaluation and/or for future instructional improvement activities to be determined by the evaluator.

PRE-CONFERENCE OBSERVATION MEETING

A meeting between the certified personnel and evaluator may be held prior to some formal, extended observations.

POST CONFERENCE OBSERVATION MEETING

A meeting between the certified personnel and evaluator will be held after each formal, extended observation and may be held following any short observation and/or walk-thru. The purpose of this meeting is to summarize the observation and determine follow-up activities based on recommendations and/or directives of the evaluator.

PROFESSIONAL PRACTICE EVIDENCE

Data collected by the administration and/or data submitted by individual certified personnel that provides evidence to support the final summative evaluation rating. Evidence must directly correlate to the performance evaluation components as outlined in the evaluation model that pertains to each individual certified personnel.

SUMMATIVE/PERFORMANCE EVALUATION

An official, final, summative evaluation in which instructional, leadership, professionalism and student achievement data are collected, analyzed, and a determination is made regarding the individual certified personnel's evaluation rating and/or placement. The summative evaluation shall occur at least on an annual basis.

STUDENT ACHIEVEMENT DATA (Formal and Informal)

Student academic performance information that consists of the results of multiple student academic assessments and/or activities. Following are some potential assessments and/or activities that may be used as student achievement data: The school's rank/grade as per the state grading system for individual schools (A-F), State Growth Model information, ISTEP+, End of Course Assessments, Acuity, mClass, NWEA, local corporation identified assessments, teacher constructed assessments, student projects and/or assignments, observations, and any other academic assessment or activity determined to be appropriate by the evaluator.

TEACHER LEADERSHIP

Every teacher is considered a leader of students and will not be singled out for purposes determined to destroy cooperation among and between teachers. Our school corporation believes teachers take on very important roles of leadership as an embedded part of their daily duties.

WALK-THRU

A short classroom visit to a teacher's classroom by an evaluator for the purpose of collecting data to be used for the teacher's final summative evaluation and/or for future instructional improvement activities to be determined by the evaluator.

CERTIFIED PERSONNEL EVALUATION REQUIREMENTS/ PROCESSES

1. Western Wayne Schools has adopted the Administrator Assistance (AA) Evaluation Model, which is research-based, practical, integrates all state standards for each certified staff member and is an effective tool to evaluate all certified employees. This evaluation system includes rigorous measures of teacher effectiveness and utilizes a wide-range of objective data. This model may be modified at any time necessary to make the evaluation process more fair and equitable to all concerned.
2. All certified personnel will be evaluated in summative form at least one time annually and more often if deficiencies are noted. Additional summative evaluations shall be determined at the discretion of the evaluator. Each individual shall be evaluated by measuring his/her professional performance with regard to the evaluative components as outlined in the evaluation model that pertains to each individual certified employee. Certified personnel shall be rated in one of four categories with regard to their summative evaluation. The four categories are “highly effective,” “effective,” “improvement necessary” and “ineffective.” A copy of the completed evaluation, including any documentation related to the evaluation, must be provided to the certified personnel, not later than (7) days after the evaluation is conducted.
3. For each certified staff member, a primary evaluator will be designated. Other administrators or trained certified staff members may be given authority to give input, where applicable, to the primary evaluator, who will have the final determination in developing the ratings for each certified staff member. All principal evaluations and central office administrators (if certified) will be evaluated by the current superintendent. All assistant principals, guidance counselors, media specialists, and other building level administrators under the supervision of the principal, will all be evaluated by the principal or his/her designee.
4. Multiple, unlimited classroom observations of various lengths of time shall be used as one basis to collect data to inform the summative evaluation for each teacher. At a minimum, each teacher shall receive two short and two extended observations prior to the annual summative evaluation. The annual summative evaluation must be completed by the last contractual day of the school year unless necessary student achievement data from the state has not been supplied by the last contractual day of the school year. In that case, the evaluation may be completed as soon as the evaluator has the data in question and can reasonably schedule a meeting with the teachers/certified personnel still needing finalized summative evaluations. In the event of teacher/certified personnel termination, cancelation of contract and/or reduction in force, the evaluator and/or the Superintendent may implement the statutory process necessary even without state assessment data. In these cases, all other necessary and relevant data and observations may be used in the termination, cancelation of contract and/or reduction in force process.
5. Student achievement data shall be compiled and analyzed by the evaluators to inform the summative evaluation for each certified employee.
6. Upon completion of any observation and/or summative evaluation, the evaluator may provide activities for performance improvement and/or professional development. The teacher/certified employee shall comply with and implement all recommendations and/or directives for performance improvement and/or professional development.

7. Any certified employee receiving an “ineffective” or “improvement necessary” rating on any summative evaluation shall be placed on a performance improvement plan (remediation plan) by his/her evaluator. Specific instructional and performance goals, objectives, and/or professional development activities, with time frame expectations included, but not longer than (90) ninety school days in length, will be developed by the evaluator to correct the deficiencies noted in the evaluation for the certified employee in question. The performance improvement/remediation plan must require the use of the certified employee's license renewal credits in professional development activities intended to help the individual achieve an effective rating on the next performance evaluation. If the principal/evaluator did not conduct the performance evaluation, the principal/evaluator may direct the use of the certified employee's license renewal credits. The certified employee shall comply with and fully implement all recommendations and/or directives for performance improvement and/or professional development. Failure to do so, or to meet the desired performance outcome as determined by the evaluator, may result in disciplinary action up to and including termination/cancelation of contract.
8. A certified employee who receives a rating of “ineffective” may file a request for a private conference with the superintendent or the superintendent's designee not later than five (5) days after receiving notice that the certified employee received a rating of “ineffective.” The certified employee is entitled to a private conference with the superintendent or superintendent's designee. There is no obligation to change a summative evaluation by the superintendent but, instead, the superintendent may give good advice to the certified employee so he/she can undertake necessary improvement steps. Western Wayne Schools takes the position that the evaluator is a trained professional, who is capable of making these evaluation decisions. Every certified staff member will be fully trained in the formation and implementation of each of the evaluation systems used in our district.
9. Any certified employee who is determined to have negatively impacted student achievement and growth cannot receive a rating of “highly effective” or “effective.” Western Wayne Schools has defined and adopted a process whereby “negative impact on student learning” is clearly identified. Further, if a certified employee is rated as “ineffective” for two consecutive years and it is determined that he/she shall continue as an employee of Western Wayne Schools, parents of students who will have this teacher/certified employee following two consecutive years of an “ineffective” rating will be notified in writing with a written explanation as to why this situation has become unavoidable.
10. In cases of long term leaves/absences of a certified staff member that makes determining an accurate summative evaluation possible, Western Wayne Schools adopts the following guidelines. A certified staff member must have worked at least 120 days out of 180 (taking into consideration all leave from actual duty) to receive a final summative evaluation. For the certified staff member that does not remain on active duty for at least 120 or more days, his/her teaching status will be evaluated for job performance regardless of time on actual duty, but any final summative evaluation will not be completed and thus no rating for that year given. This is not to suggest that a teacher could not be retained or terminated for good and just cause as allowed in state statutes or for other reasons outlined in statute, but the summative evaluation cannot be used in making employment determinations due to the lack of actual active duty work.

11. In cases of team teaching or shared students, the evaluator and certified staff member will try to reach consensus on what is deemed fair and equitable in regards to whom a particular student is assigned to in terms of accountability. If no agreement can be reached, the evaluator will make the final determination and put into writing his/her justification and the certified staff member's rebuttal, if necessary.
12. Any and all grievances/disagreements with regards to any aspect of this document and/or any part of the summative evaluation will be remedied by the superintendent as the final arbiter or school board, whenever the dispute is between the superintendent and school board.

CERTIFIED PERSONNEL PLACEMENT CATEGORIES

1. Probationary: Certified personnel newly hired by Western Wayne Schools on or after July 1, 2011.
2. Established: Certified personnel hired by Western Wayne Schools before July 1, 2011.
3. Professional: Any "Probationary" certified personnel rated on their summative evaluation as "effective" or "highly effective" in three of five years. (Note: This category placement cannot occur prior to the 2015-2016 school year.)

A "Professional" certified employee as per the category listed above reverts to "Probationary" status if the certified employee receives one "ineffective" summative evaluation. An "Established" certified employee may be dismissed for incompetence upon receiving two consecutive "ineffective" summative evaluation ratings or three out five summative evaluation ratings in the bottom two categories of performance ("improvement necessary" and/or "ineffective").

A principal/superintendent may decline to continue a probationary certified employee's contract if the probationary individual:

1. Receives an "ineffective" rating on a summative evaluation.
2. Receives two consecutive "improvement necessary" ratings on a summative evaluation.
3. Receives any combination of "improvement necessary" or "ineffective" ratings within five years.

CERTIFIED PERSONNEL EVALUATION MODEL COMPONENTS

The Western Wayne evaluation models include two basic parts. Part A is the performance evaluation which has general observation and performance rubrics for each of 25-33 questions. Part A will account for up to 100 points (50%) of each certified staff member's evaluation. Part B is the student data portion of the summative evaluation that uses numerous objective data points to determine certified staff effectiveness. Part B complies with all state statutes that address this topic. Part B will account for up to 100 points (50%) of each certified staff member's evaluation. A breakdown/summary of Parts A (professional practice performance evaluation) and B (data portion) is listed below.

Part A (Professional Practice Performance Evaluation)

Part A is divided into multiple categories where a specified rubric is used to evaluate performance within each category. The categories and potential points associated with each category is listed below.

Teachers

- Classroom Culture: Up to 28 Points Possible
- Purposeful Planning: Up to 8 Points Possible
- Effective Instruction and Assessment: Up to 44 Points Possible
- Professional Leadership: Up to 20 Points Possible
- Core Professionalism: 0 points or reduction in points if deficiencies are identified
 - Attendance/Tardies
 - Rules/Procedures/Policies
 - Respect Rapport

Guidance Counselors

- Culture: Up to 12 Points Possible
- Purposeful Planning: Up to 8 Points Possible
- Professional Leadership: Up to 20 Points Possible
- Counselor Addendum: Up to 60 Points Possible
- Core Professionalism: 0 points or reduction in points if deficiencies are identified
 - Attendance/Tardies
 - Rules/Procedures/Policies
 - Respect/Rapport

Administrators

- Instructional Leadership/Student Achievement: Up to 33 points possible (21 for Superintendent)
- Human Resources Management: Up to 27 points possible (21 for Superintendent)
- Communications: Up to 15 points possible (18 for Superintendent)
- Organizational Management: Up to 12 points possible (33 for Superintendent)
- Personal/Professional Behavior: Up to 12 points possible (6 for Superintendent)
- Mandatory Core of Employment: Up to 1 point possible

Part B (Student Achievement Data Portion)

Teacher Group A

Items listed below will be utilized to calculate a student achievement data score for each teacher in this group. Group A includes all K-5 general education teachers, all grades 6-8 English and Math Teachers, all Western Wayne Special Education Teachers (excludes Union County Cooperative Special Education Teachers), all interventionists and Reading Teachers, Algebra I Teachers, English 10 Teachers, Biology I Teachers, and all core academic high school teachers who teach a content area where an optional ECA is available to them from the Indiana Department of Education.

- Mandated and/or optional state assessments (includes mClass, ISTEP+ and End of Course Assessments) including use of Growth Model scores: Up to 50 Points Possible
- School Grade (A-F): Up to 10 Points Possible
- Locally Identified Assessments (LIA): Up to 40 Points Possible

Teacher Group B

Items listed below will be utilized to calculate a student achievement data score for each teacher in this group. Group B includes all teachers not part of Group A, including certified school counselors.

- School Grade (A-F): Up to 10 Points Possible
- Locally Identified Assessments (LIA): Up to 90 Points Possible

Administrators

- Results of mandated and/or optional state assessments (includes mClass, ISTEP+ and End of Course Assessments). Only student/building scores relevant to each individual administrator will be utilized: Up to 35 Points Possible
- Average of all Locally Identified Assessments (LIA). Only student/building scores relevant to each individual administrator will be utilized: Up to 30 Points Possible
- Percent of certified teachers receiving annual summative evaluation rating of “highly effective” or “effective.” Only student/building scores relevant to each individual administrator will be utilized: Up to 25 Points Possible
- School Grade (A-F): Up to 10 Points Possible

Once the evaluation is completed for each certified staff member, each staff member will receive documented feedback within seven business days. Those staff members deemed to be rated in either of the bottom two rating categories will work collaboratively with the evaluator to complete an improvement plan, including the use of license renewal credits, that will be implemented at the beginning of the next school year, or as soon as possible if another time frame has been established by the evaluator, and will be reviewed no later than 90 days after the initiation of the plan to determine if improvements in deficient areas are effectively addressed. At that

point, in-progress changes may be necessary to continue the improvement process. Any certified employee that has been rated as Ineffective for two consecutive years may be considered for termination at the end of his/her second evaluation. However, there is no mandatory termination.

All tracking and data storage will ultimately be managed and stored securely by the evaluator. Certified staff may report certain data to the evaluator for purposes of compiling the final summative evaluation.