

Policy of the Lancaster Board of Education

Personnel

**TEACHER'S EVALUATION**

Teacher evaluation shall be a continuing process. A written evaluation shall be made of each classroom visit and discussed with the teacher. Two evaluations or more should be made of new teachers by January 15<sup>th</sup>. At least one evaluation shall be made of the performance of continuing teachers. These are minimum requirements. These evaluations shall be made available to the Administrator. A Board approved evaluation instrument shall be used throughout the school system.

In cases where a teacher may not be recommended for the succeeding year, careful attention must be given to documentation of deficiencies. Such teachers must be given preliminary, written notice of this consideration at least 15 days before giving formal notice but not later than the last day in February. The preliminary notice must be authorized by the School Board and be in accordance with state statute 118.22

It is the responsibility of the Administrator and Principals to continuously evaluate the performance of teachers and professional employees and to recommend renewal or nonrenewal of annual contracts. Principals will make their recommendations to the School Board after consulting with the District Administrator.

Approved:

Revised: July 12, 1995