

Lancaster Community School District

Personnel

**PROFESSIONAL STAFF EVALUATION TIMELINE**

1. Probationary teachers shall be evaluated not less than twice a year during the probationary period, and these evaluations shall occur before January 15<sup>th</sup>.
2. If a staff member's retention is a question, one evaluation in addition to the above is to be made prior to January 30th.
3. At the regular January Board of Education meeting, the Board should be made aware of staff members whose contracts are being considered for non-renewal.
4. Any teacher identified on the prior year's evaluation summary by the principal as a marginal teacher or in need of intensive supervision shall be evaluated at least twice and may be provided assistance as may be needed by January 30.
5. By March 30 all teacher evaluations should be completed unless permission is granted by the Board to extend the time frame.

APPROVED: July 12, 1995

REVISED: