
HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code:	GCN
Policy Title:	Teacher Summative Evaluation
Cross Reference:	GCAD GCM GCMA
Legal Reference:	Alberta Teacher Growth, Supervision & Evaluation Policy, <i>Certification of Teachers,</i> <i>Practice Review of Teachers,</i> Teaching Quality Standard (Ministerial Order #001/13) Education Act
Adoption Date:	April 20, 1999
Amendment or re-affirmation Date:	November 27, 2023

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT SUMMATIVE EVALUATION IS A JUDGEMENTAL PROCESS DESIGNED TO FACILITATE DATA ABOUT A TEACHER'S ACTIONS, JUDGEMENTS, AND DECISIONS AS THEY RELATE TO THE BEST EDUCATIONAL INTERESTS OF STUDENTS AND OPTIMUM LEARNING IN ORDER TO MAKE WELL-INFORMED AND FAIR EMPLOYMENT AND/OR CERTIFICATION DECISIONS.

DEFINITIONS

Evaluation – means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a principal, superintendent, or designate in determining whether one or more aspects of the teaching of a teacher exceeds, meets or does not meet the teaching quality standard.

Evaluator – is typically the school principal but may include vice-principal, associate superintendent of human services, superintendent and/or designate.

GUIDELINES

1. Evaluators shall not commence summative evaluations of substitute teachers.
2. Probationary teachers shall be evaluated as per the evaluation framework (see Appendix A).
 - 2.1 The evaluator shall consider the best interests of the students, staff, the teacher, the teaching profession and the school system during the evaluation.
 - 2.2 The principal and superintendent or designate should co-observe a lesson as part of the evaluation of probationary teachers.
3. Teacher should be informed of their right to secure the assistance of a peer to mentor them during the evaluation process at the commencement of the evaluation.
4. Teachers eligible for permanent certification are responsible for communicating with the Human Resource department to commence the permanent certification process.
 - 4.1 A recommendation by the evaluator that a teacher be issued a permanent professional teaching certificate or be offered employment under a continuing contract must be supported by the findings of two or more evaluations of the teacher.

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- 4.1.1 Typically, the two evaluations will include one from the principal and one from the associate superintendent of human services or designate.

REGULATIONS

1. Teachers may undergo a summative evaluation, conducted by an evaluator:
 - 1.1 at the written request of a teacher;
 - 1.2 for the purposes of gathering information related to a specific employment decision;
 - 1.3 for the purposes of assessing the growth of the teacher in specific areas of practice, upon being given a probationary teaching contract;
 - 1.4 when on the basis of information the evaluator has reason to believe the teaching of the teacher may not be meeting the Teaching Quality Standard; and/or
 - 1.5 for purposes of making recommendations under the Certification of Teachers Regulation.
2. Evaluations shall be based on information gathered through multiple observations based on established criteria, frequent conferencing, reviews of documents, reports and plans, assessment records, and/or other data appropriate to the teacher's assignment.
3. Evaluations of a teacher's professional competence shall be based on the Teaching Quality Standard (Appendix B).
 - 3.1 Probationary teacher's evaluation shall consist of all aspects of the Teaching Quality Standard.
 - 3.2 Continuing contract teacher's evaluation may consist of all or some aspects of the Teaching Quality Standard as determined by the evaluator.
4. At the commencement of the evaluation, the teacher must receive written notification (Appendix C), explicitly communicating:
 - 4.1 the reasons for and purposes of the evaluation;
 - 4.2 the process, criteria, and standard to be used;
 - 4.3 the timelines to be applied; and
 - 4.4 the possible outcomes of the evaluation.
5. Upon completion of the evaluation, the evaluator must provide the teacher with a copy of the completed evaluation report.
 - 5.1 The report should be signed by both parties.
 - 5.1.1 The teacher's signature evidences that the report has been received for review.
 - 5.2 The evaluator shall place a copy of the notice of evaluation (see sample in Appendix C); notice of

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remediation, if applicable; the mid evaluation report; and final evaluation report in the teacher's personnel file located at division office.

6. Principal evaluations
 - 6.1 Principal mid evaluation reports will be based on a minimum of three (3) classroom observations and final evaluation reports will be based on a minimum of three (3) further classroom observations.
 - 6.1.1 Principals shall provide teachers with a mid-evaluation report. For probationary teachers this report should be provided within five (5) months of commencing the evaluation, which normally correlates to January 31.
 - 6.1.2 Principals shall provide teachers with a final-evaluation report. For probationary teachers this report should be provided within eight (8) months of commencing the evaluation, which normally correlates to April 30.
7. Superintendent or designate evaluations shall provide teachers with one evaluation report within eight (8) months of commencing the evaluation, which normally correlates to April 30.
 - 7.1 Superintendent or designate evaluations typically occur at the same time as principal evaluations of probationary teachers.
 - 7.2 Superintendent or designate evaluations typically occur after a principal evaluation of continuing contract teachers contains a finding that the teacher is not meeting the Teaching Quality Standard.
8. If the evaluator is of the opinion that the teacher is not meeting the teaching quality standard the evaluator should provide the teacher with a notice of remediation stating that the teacher is not currently meeting the Teaching Quality Standard.
9. Where, as a result of the evaluation, the evaluator determines that a change in the behaviour or practice of a teacher is required, the evaluator must:
 - 9.1 provide to the teacher a notice of remediation (see sample notice of remediation; Appendix D);
 - 9.2 make clear the behaviours or practices that do not meet the teaching quality standard;
 - 9.3 make clear what remediation strategies the teacher is advised to pursue;
 - 9.4 provide a reasonable timeframe to address the deficiencies; and
 - 9.5 and may stipulate that the remediation strategies stated in that notice replace the obligation of the teacher to develop and implement an annual teacher professional growth plan.
10. The superintendent, upon receipt of the evaluator's report, shall take whatever action he/she believes is required.
11. The teacher shall be given the opportunity to append additional comments to all written reports pertaining to his/her evaluation within one month of receiving the report.
12. The evaluation shall be used by the superintendent to:

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- 12.1 make an employment decision;
 - 12.2 close the probationary period;
 - 12.3 extend the probationary contract for a subsequent year, with the approval of the teacher;
 - 12.4 terminate the teacher; and/or
 - 12.5 to make any appropriate recommendation which the evaluator or superintendent believes is in the best interests of the teacher and/or school.
13. This policy does not restrict the evaluator
- 13.1 from taking disciplinary or other action, as appropriate, where the principal or superintendent has reasonable grounds for believing that the actions, practices, or conduct of a teacher endanger the safety of students, constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school board; or
 - 13.2 from taking any action or exercising any right or power under the *Education Act*.

APPENDIX A: EVALUATION FRAMEWORK

Probationary Teacher

Commencement of evaluation

1. Two evaluations undertaken
 - a. Principal evaluation
 - i. Issue “notice of evaluation”
 1. One notice of evaluation is acceptable if it identifies that both principal and superintendent or designate will be commencing simultaneous evaluations
 - ii. Meet to discuss evaluation process and draft evaluation plan
 - iii. Minimum of 3 observations
 1. Evaluations may include pre and/or post conference
 - iv. Issue notice of remediation, if applicable, and/or mid-evaluation report
 - v. Minimum of 3 more evaluations
 1. Evaluations may include pre and/or post conference
 - vi. Issue final evaluation report
 - b. Superintendent or designate evaluation
 - i. Issue “notice of evaluation”
 1. One notice of evaluation is acceptable if it identifies that both principal and superintendent or designate will be commencing evaluations
 - ii. Meet to discuss evaluation process and draft evaluation plan
 - iii. Minimum of 3 observations
 1. Evaluations may include pre and/or post conference
 2. Issue notice of remediation, if applicable
 - iv. Issue final evaluation report
2. Evaluation reports specify whether teacher meets Teaching

Quality Standard

- a. Evaluation reports do not include recommendation for employment
3. Principal and Associate Superintendent of Human Services discuss evaluation reports so that Associate Superintendent of Human Services may make recommendation to Superintendent

Continuing Contract Teacher

Ongoing supervision brings to light competence concerns that warrant commencement of evaluation

1. Two evaluations undertaken sequentially, if applicable
2. Principal evaluation as per above is completed first
 - a. If final evaluation is that teacher meets Teaching Quality Standard the evaluation process ends and principal returns to supervision process
 - b. If final evaluation is that teacher does not meet Teaching Quality Standard the evaluation process continues and superintendent or designate commences stage two of supervision process
3. Superintendent or designate commences evaluation as per above
4. Principal and Associate Superintendent of Human Services discuss evaluation reports so that Associate Superintendent of Human Services may make recommendation to Superintendent

Appendix B: The Teaching Quality Standard

APPENDIX C: SAMPLE NOTICE OF EVALUATION

[DATE]

[TEACHER'S NAME]

[SCHOOL NAME]

[EVALUATOR'S NAME]

[EVALUATOR'S POSITION]

Dear [Teacher's Name]:

This letter serves as the official notification of my intention to become involved in the Horizon School Division's evaluation of your professional practice. This evaluation will comply with Alberta Education Policy 2.1.5; *Accountability in Education: Teacher Growth, Supervision, and Evaluation* and Horizon Policy GCN; *Summative Evaluation of Professional Staff* and will be in addition to the evaluation performed by your school's administration.

Reason for Evaluation

As a probationary teacher, it is necessary to gather information for the purpose of making an employment decision. As such, this evaluation will seek to ensure that your professional practice meets the expectations of the Province and the Horizon School Board, and specifically Alberta Education Teaching Quality Standard, and will entail a review of the entire scope of your practice. This evaluation process is a formal process of gathering information and evidence over a period of time and uses the application of reasoned judgment by the jurisdiction in determining whether or not your teaching exceeds, meets, or does not meet the Teaching Quality Standard. I look forward to meeting with you for a pre-conference and sharing the evaluation plan for my portion of the evaluation process.

This evaluation will include multiple classroom observations based on established criteria and frequent conferencing. A mid-year evaluation report will be submitted to you on or before January 31, 2024 from your school Principal. I will complete a minimum of three formal classroom observations and you will receive a final written evaluation report on or before May 1, 2024.

This evaluation will assess your performance and provide recommendations that I believe are in the best interest of you as a teacher, and the jurisdiction. It will determine whether your practice meets or does not meet the Teaching Quality Standard and assist in determining your future contract status. It may outline a remediation plan by which you can improve your practice but will not contain a recommendation to the Superintendent regarding further employment and change to your contract status.

You shall be given the opportunity to append additional comments to the evaluation report, and may appeal the process of the evaluation to the Superintendent at any time. I also invite you to seek assistance from your profession and in particular ATA member Services at any time, if you so desire.

Time will be provided during the pre-conference if you have any questions regarding the contents of this memo, but feel free to contact me prior should you so wish. Please sign and date both copies of this letter and return one to me during our pre-conference, the other is for your records. I wish you all the best as the school year begins and I look forward to our pre-conference.

Sincerely,

[NAME] and [POSITION]

[DATE]

cc. Personnel File

Enc.

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Policy 2.1.5: Accountability in Education: Teacher Growth, Supervision, and Evaluation

Policy GCN: Teacher Summative Evaluation.

Ministerial Order #001/13: Student Learning

Teaching Quality Standard

Discussion guide: Criteria for the evaluation of teaching performance

Section 196 of the Education Act

Declaration of Rights and Responsibilities for Teachers

Code of Professional Conduct

Horizon Policy GAA: Employee Code of Conduct



APPENDIX D: Notice of Remediation

SECTION ONE

Introduction

Name of Continuing Contract Teacher _____

Start Date for Current Position _____

Evaluator _____

Date _____

SECTION TWO

Notice of Remediation

Remediation MUST be completed prior to the conclusion of the evaluation period and MUST conclude with a final evaluation document. The Remediation Plan is to be completed by the employee in consultation with the evaluator.

1. Behaviour and/or practices that do not meet the Teaching Quality Standard including changes required

2. Strategies for improvement towards achieving Teaching Quality Standard

3. Timeline

Evaluator's Name and Signature

Date

cc. Personnel File