EVALUATION SUMMARY GUIDELINES

The following is a summary outline of the sequence of actions to employee evaluations which are to be followed to remain in compliance with K.S.A. 72-9001 et seq.

FORMAL EVALUATIONS:

1. Pre-Evaluation Conferences: No later than the third Monday of September, the principal will conduct a pre-evaluation conference at which time at least the following action will be taken:

   A. Provide all personnel to be evaluated a copy of this document outlining the time-frame for evaluation activities and discuss with the personnel to be evaluated a general procedure which will be used in the observations and evaluations.

   B. Persons to be evaluated shall participate in their evaluations and shall be afforded the opportunity of self-evaluation.

2. Evaluation of First and Second Year Employees: All such personnel covered under the master contract shall be observed at least twice each evaluation period. Observations for formal evaluations will be based on a minimum of not less than thirty (30) minutes in the classroom. The principal may elect to fill out the appropriate forms only once each semester, based on two observations. The formal document must be completed no later than the sixtieth (60^{th}) school day of each semester.

3. Evaluation of Third and Fourth Year Employees: All such personnel covered under the master contract shall be observed at least twice during the school year. Observations for formal evaluations will be based on a minimum of not less than thirty (30) minutes in the classroom. The principal may elect to fill out the appropriate forms only once, based on two observations. The formal document must be completed no later than February 15th.

4. Evaluations after the Fourth Year: Every third year all such personnel covered under the master contract shall be observed at least twice during the school year. Observations for formal evaluations will be based on a minimum of not less than thirty (30) minutes in the classroom. The principal may elect to fill out the appropriate forms only once, based on two observations. The formal document must be completed no later than February 15th.

5. Observations: The purpose of the observations and the Board approved observation form is to provide an informal means for the notation of specific areas observed within no less than a ten (10) minute period at least once per semester. The administrator will leave a marked copy of the form with the teacher.

6. Recommendation for Probation or Non-renewal: Such recommendations, along with all support data, must be presented to the administration in time for presentation to the Board of Education at the April board meeting. This will apply in all but emergency cases.

7. Conformance to Evaluation Sequence Dates: In those cases where a date is provided by state statute for the completion of a particular evaluation sequence, those dates are to be considered final. This means that all post-conferences are to be completed by these times, except in emergency cases such as an illness.

8. Due Process Rights: Both the educator and the principal should be totally familiar with the evaluation procedures set forth in the negotiated agreement. (Refer to ARTICLE VIII: EVALUATION PROCEDURE of the negotiated agreement)

SEQUENCE/DEADLINES FOR EVALUATIONS OF TEACHERS 2026-2027

September 16, 2026	Pre-evaluation conference to be completed by this date.
November 17, 2026	First round of observations and evaluations for all first and second year teachers are to be completed no later than this date.
February 15, 2027	Formal evaluation of third and fourth year and tenured teachers is to be completed no later than this date.
March 05, 2027	If any teacher is to be recommended for probation or non renewal, that information is to be brought formally to the attention of the superintendent no later than this date. All observations and evaluations of teachers being considered for probation or non-renewal are to be completed by this date.
April 15, 2027	Second round of observations and evaluations for all first and second year teachers is to be completed no later than this date.
April 08, 2027	The Board of Education is to be notified formally by this date of any recommendation for probation or non renewal of teachers.

EVALUATION PHILOSOPHY

USD 363 School Board, administrators, and faculty believe that teacher evaluations will improve individual teacher performance and therefore the quality of student learning.

The Evaluation Committee for USD 363 has developed an evaluation instrument based on state statutes for the 2013-2014 school year. The criteria used in developing the evaluation instrument are as follows:

- effectiveness
- professional qualities
- results and performance including improvement in the academic performance of students insofar as the evaluated employee has authority to facilitate such academic improvement
- ensuring the safety and learning environment for students
- such other matters as may be deemed material
- USD 363 Evaluation policies, criteria, development, procedures and evaluation required prior to contract renewal shall be in compliance with K.S.A. 72-9004.

Evaluations of the chief administrator employed by the Board shall be made by the Board. The Board shall place primary responsibility upon members of the administrative staff in making evaluations of other employees.

Persons to be evaluated shall participate in their evaluations and shall be afforded the opportunity of self-evaluation.

The committee also lists the following as a basis for the evaluation process of all certified staff:

- The evaluation process will improve instruction for all students.
- The evaluation process will communicate standards and expectations for district wide teacher performance and responsibilities.
- The evaluation process will enable teachers and administrators to identify clearly areas for teacher growth.
- The evaluation process will provide information and documentation for decisions regarding teacher assignments, retention, and dismissal.
- The evaluation process will meet local, state, and federal requirements pertaining to teacher evaluation.

The goals of this evaluation process are to:

1. Provide for the improvement of performance
2. Promote individual growth
3. Allow for decisions on continued employment to be based upon specific information

The USD 363 Evaluation Instrument consists of four domains:

1. Professional Responsibilities
2. Learner & Learning
3. Planning & Preparation
4. Instruction

The Evaluation Committee for USD 363 was as follows:

Becky Peitz	Elementary Teacher	Mary Ann Bennett	Board Member
Shanda Seibel	Elementary Teacher	Gayla Lohfink	Board Member
Sandra Schadegg	Elementary Principal	Scott Bjurstrom	Middle School Teacher
Michelle Baier	High School Teacher	Jean Rush	Superintendent

ARTICLE VIII: EVALUATION PROCEDURE

INTENT: The legislative intent of the Evaluation Act, K.S.A. 72-9001, et.seq., is to "provide a systematic method for improvement of school personnel in their jobs and to improve the educational system of this state."

This procedure, as agreed upon by both the Holcomb Association of Teachers and the Board of Education U.S.D. #363, serves to provide each educator with the activities of the evaluation including the time-frame for evaluations and the procedures to be used in the formal evaluation and the informal observations.

The evaluation procedure will be presented in general in-service meetings at the beginning of each school year with discussions for clarification. Each teacher shall receive a handbook containing the following material:

1. A copy of the evaluation instrument and procedure
2. A copy of the informal observation form
3. An evaluation schedule with evaluation dates for the current year
4. A signature form for the educator to indicate that the educator has received and fully understands the evaluation information and procedure. (This form will be returned to the building administrator.)

Time Frame: Formal evaluations will occur with minimums as set forth in current statue.

Presentation and Conference: All formal evaluations shall be in writing and presented to the educator within two (2) weeks following the evaluation. These days may be extended by mutual agreement of the administrator and the educator.

A conference will be held with the educator to discuss the areas of strengths and those needing improvement. Any plans for improvement will be discussed prior to initiation.

The signature of the educator on the evaluation signifies the educator has seen the evaluation, but does not necessarily indicate agreement. Following the conference, the educator has ten (10) school days in which to respond if desired. These days may be extended by mutual agreement of the administrator and the educator.

Observation: The purpose of the observations and the board-approved observation form is to provide an informal means for the notation of specific areas observed within no less than a thirty (30) minute period at least once per semester. The administrator will leave a marked copy of the form with the teacher.

Availability of Documents: As per K.S.A. 72-9005 except by order of a court of competent jurisdiction, evaluation documents and responses shall be available only to the evaluated employee, the Board, the appropriate administrative staff members designated by the Board, the school board attorney upon request of the Board, the state board of education as provided in K.S.A. 72-7515, the board and the administrative staff of any school to which such employee applies for employment, and other persons specified in writing to his or her board.

ARTICLE IX: REDUCTION IN FORCE

If the Board decides the size of the teaching staff must be reduced, reduction of staff shall be accomplished by attrition due to resignations and retirement, in so far as possible.

Procedure:

The following steps will be utilized by the district's administrative staff to reduce the teacher staff:

To determine the number of teaching positions to be reduced, the administrative staff will determine the educational program for the district in accordance with the educational goals established by the board. In determining which teachers will be non- renewed due to reduction in force, the number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals and needs of the district, individual certifications, qualifications, training skills, interests, seniority and evaluations shall be considered. In the event two or more teachers have similar certifications, qualifications and skills in a teaching area, those teachers who have tenure will be retained over those who are non-tenured.

Any certified employee who has not been re-employed as a result of reduction of the teaching staff shall be considered for re-employment if a vacancy exists for which the teacher would qualify. The Board shall not be required to consider reinstatement of any teacher after a period of one year from date of non-renewal. Certified employees who may be eligible for re-employment are required to notify the district of their current address. The superintendent will recommend to the Board reinstatement of any teacher deemed qualified and able to serve the best interest of the district.

TEACHER EVALUATION INFORMATION & PROCEDURE SIGNATURE FORM

I HAVE RECEIVED THE TEACHER EVALUATION PROCESS HANDBOOK FOR HOLCOMB USD #363 AND FULLY UNDERSTAND THE EVALUATION INFORMATION AND PROCEDURE.

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TEACHER SIGNATURE DATE

(THIS FORM IS FOR YOUR INFORMATION ONLY. THE HANDBOOK SIGNATURE FORM CHECKOFF WILL BE SENT THROUGH A GOOGLE FORM)