

# HONEY CREEK COMMUNITY SCHOOL

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## Honey Creek Community School Evaluation Process and Timeline

All Educators (Honey Creek does not offer tenure.)

**Pre Annual Meeting:** (September-October) Annual goal meeting including review of data sources and previous year's evaluation. Goals determined and posted in Stages.

**Scheduled observation:** (October-December) Pre-observation meeting to review lesson plan. 20 minute (minimum observation) and post observation meeting. Will focus on predetermined domains.

**Formative Meeting:** Will review evidence collected during scheduled observation. Using rubric guided conversations will acknowledge effective instructional practices and provide coaching and/or directing regarding any observed challenges.

**Unscheduled Observation:** (January-March) To be conducted of all teachers and may include walkthroughs. Will focus on remaining domains. Educators with fewer than three years of service will receive a minimum of two unscheduled observations.

**Student Academic Growth:** Honey Creek community School will utilize the TerraNova and M-STEP to gather data on student growth in Reading,

Math, Social Studies, and Science. Additional data may be viewed for teachers such as local formative and summative assessments, DIBELS, Fountas and Pinnell, Michigan Math and Reading Benchmark Assessment, and Progress monitoring for special education students on goal progress.

**End-of-Year Meeting:** (May-June) Meeting will focus on review of Teacher's self evaluation, evidence from observations, student growth data. Final effectiveness rating will be determined, and evaluation will be signed.

**Final Evaluation Released:** (June 15-30) Evaluation become part of personnel file. Final effectiveness rating is reported to state.

**Highly Effective** (3 years ratings) Educators to be evaluated every other year.