

policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

LEGAL REF.: MS CODE as cited
21 U.S.C. 812

CROSS REF.: Policy GBRM-2 C Drug and Alcohol Testing Policy

EVALUATION OF PROFESSIONAL EMPLOYEES – HSD Policy – GBI

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education. The school board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.

The Mississippi Public School Accountability Standard for this policy is standard 9.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy GAE-P Grievance Procedures Licensed Personnel Appraisal

MISSISSIPPI STATEWIDE TEACHER APPRAISAL RUBRIC – M-STAR

Research demonstrates that teachers are the most significant school-level influence on student performance. Therefore, obtaining valid and reliable data on educator effectiveness is critical to ensure that every child has access to the best education. This is accomplished through the creation of fair and rigorous evaluation systems that differentiate among various levels of teacher performance and provide the type of data that allows for teachers' strengths and areas of challenge to be identified so targeted support and development can be provided. Further, a quality evaluation system gives a streamlined structure to the leadership principals are expected to provide as instructional leaders.

The Mississippi Department of Education (MDE) has created **and the Hollandale School District has adopted** the Mississippi Statewide Teacher Appraisal Rubric (M-STAR) to gather information on teacher strengths and areas of challenge to provide support and development and improve student success.

PURPOSE OF TEACHER PERFORMANCE EVALUATION

The Mississippi teacher performance evaluation process will:

- Provide formative assessment information about the performance of individual teachers to help highlight areas of strength and identify areas of challenge.
- Serve as a guide for teachers as they reflect upon their own practices.
- Provide shared understanding regarding priorities, goals, and expectations of quality practice.
- Serve as a tool to help structure principal instructional leadership and feedback.

TEACHER EVALUATION PROCESS

Evaluation Methods

The M-STAR includes multiple methods of evaluation in order to evaluate every teacher on all standards and to obtain a comprehensive understanding of each teacher's areas of strength and challenge. The M-STAR process includes:

- Formal classroom observations:

There will be a minimum of 1 formal observation per school year.

Formal observations will be announced and scheduled in advance with the teacher.

The first formal observation should be completed during the first half of the school year; the second should be completed during the second half of the school year.

At least one observation will be performed by an administrator.

All formal observations will include a post-observation conference.

- Post-observation conferences

The post-observation conference should happen as soon after the observation as possible and no later than one week after the observation. This conference provides the opportunity for the evaluator to provide feedback, discuss areas for improvement, and create a professional development plan.

- Informal "walkthrough" observations

There will be a minimum of five informal observations during the school year.

Informal observations will be unannounced, and each observation will last 5 to 15 minutes.

Informal observations will be used as a means to inform instructional leadership functions of the school administrator by providing quick checks of teacher performance and feedback on that performance.

- Teachers must submit their lesson plan to their evaluator at least 24 hours prior to the pre-observation conference.
- Teacher self-assessment

Teachers will use the M-STAR rubric for self-assessment.

Teacher self-assessment will be discussed during the summative evaluation conference.

- Student survey

The student survey will be given once during the school year.

MISSISSIPPI TEACHER PERFORMANCE STANDARDS

The Mississippi Teacher Performance Standards are designed to provide a shared and focused understanding of the priorities, values, and expectations of Mississippi teachers in their work of educating students. The performance standards provide a structure to assess teacher performance, with the goal of highlighting and rewarding strengths and identifying and addressing challenges.

The teacher performance standards are divided into five domains. Each domain includes standards directly related to that domain.

Domain I: Planning

1. Plans lessons that demonstrate knowledge of content and pedagogy.
2. Plans lessons that meet the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.
3. Selects instructional goals that incorporate higher level learning for all students.
4. Plans units of instruction that align with Mississippi Curriculum Framework or, when applicable, the Common Core State Standards.

Domain II: Assessment

5. Collects and organizes data from assessments to provide feedback to students and adjusts lessons and instruction as necessary.
6. Incorporates assessments into instructional planning that demonstrates high expectations for all students.

Domain III: Instruction

7. Demonstrates deep knowledge of content during instruction.
8. Actively engages students in the learning process.

9. Uses questioning and discussion techniques to promote higher order thinking skills.
10. Brings multiple perspectives to the delivery of content.
11. Communicates clearly and effectively.

Domain IV: Learning Environment

12. Manages classroom space and resources effectively for student learning.
13. Creates and maintains a climate of safety, respect, and support for all students.
14. Maximizes time available for instruction.
15. Establishes and maintains a culture of learning to high expectations.
16. Manages student behavior to provide productive learning opportunities for all students.

Domain V: Professional Responsibilities

17. Engages in continuous professional development and applies new information learned in the classroom.
18. Demonstrates professionalism and high ethical standards; acts in alignment with Mississippi Code of Ethics.
19. Establishes and maintains effective communication with families.
20. Collaborates with colleagues and is an active member of a professional learning community in the school.

Teacher Performance Levels

Each teacher's performance on each standard will be evaluated in accordance with a four-level rating scale:

- Distinguished is the most effective level of teacher performance. It is likely that only a small percentage of teachers will receive this rating. Rating at this level indicates that the teacher's performance is exemplary and consistently exceeds expectations.
- Effective is the minimum expectation for all teachers. Rating at this level indicates that the teacher's performance consistently meets expectations. Teachers who receive this rating should receive professional development and support designed to address the identified area(s) for growth.
- Emerging indicates either a beginning teacher or a teacher who needs focused professional development. Rating at this level indicates the teacher is sometimes meeting expectations but is not doing so consistently. Teachers who receive this rating should

receive professional development and support designed to address the identified area(s) of challenge.

- Unsatisfactory is the least effective level of teacher performance. Rating at this level indicates the teacher's performance is not acceptable. Teachers who receive this rating rarely meet expectations. Teachers who receive this rating should receive comprehensive professional development and support designed to address the identified area(s) of challenge.

RULES OF PROCEDURE UNDER THE EDUCATION EMPLOYMENT PROCEDURES LAW – HSD Policy – GBN-R

IMPORTANT NOTICE: This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code '37-9-103. Please refer to the Education Employment Procedures Law Handbook, published by MSBA.

1. APPLICATION OF POLICY

The policies and procedures as set forth herein shall be applicable only to teachers, principals, or other professional instructional personnel who are required to have a valid license issued by the State Department of Education as a prerequisite of employment and are under formal contract of employment under '37-9-23 and '37-9-25 of the Mississippi Code of 1972.

2. DETERMINATION OF SEPARATION

In the event that a determination that the best interests of the school district would be served by the release from future employment of the employee, the school district shall send notice of the determination to the employee on or before the applicable date as established by the policies of this district.

3. RIGHTS OF EMPLOYEES: NOTICES

a. An employee who is notified of nonrenewal shall be entitled to a written statement of the specific reasons for nonreemployment, together with a summary of the factual basis therefor, a list of witnesses and a copy of the documentary evidence substantiating the reasons intended to be presented at the hearing. The employee must provide the superintendent with a written request within ten (10) calendar days of the receipt of the notice of nonreemployment. This information shall be given at least fourteen (14) calendar days prior to the hearing.

b. If a hearing is requested by the employee within ten (10) days of receipt of the notice of nonreemployment, the board will schedule a hearing before itself or a hearing officer at its discretion. If a request is not made within this ten (10) day period, the decision of the superintendent to nonrenew the employee shall be final. For purposes of this section, notice shall be deemed to have been sent to the employee upon the date of actual receipt thereof or the date of delivery to the United States Postal Service for delivery by certified mail.

c. If a hearing is held pursuant to these rules, the board shall set the time, place and date of such hearing to be held not sooner than five (5) days, nor later than thirty (30) days from the date of