

## **ARTICLE VI. INSTRUCTION**

### **Section A: Employee Evaluation**

Evaluation of classroom instructors and support personnel shall be done in accordance with RCW 28A.405. If an employee receives a “Needs Improvement” or “Unsatisfactory” rating on an evaluation form, the employee may request input and assistance from a second observer mutually agreed by the District and the Association.

### **Section B. Professional Growth Program**

A Professional Growth Program (PGP) is an opportunity for the certificated staff member and administrator to develop collaboratively, a professional plan which shall include goals that align with the Skills Center strategic plan, District and building goals, and are designed to enhance and improve instruction to increase student learning. Eligible employees are those who have successfully completed four (4) years on the summative evaluation cycle (no areas identified as unsatisfactory or needing improvement). The following procedures will apply:

1. The certificated staff member and evaluating administrator shall meet and collaboratively design a PGP using the appropriate form (Appendix D) by the end of the first quarter of instruction. In the event that the administrator and the certificated staff member cannot agree on the PGP, the employee will revert to the summative evaluation.
2. Throughout the year, the certificated staff member and the administrator are encouraged to meet to discuss the progress on the goals, any feedback from the administrator, and any need for resources.
3. On or before May 15, a final meeting shall be held to analyze data, to review progress toward goals, and to determine whether the employee will continue on the Professional Growth Program for the next school year. If the administrator and Employee are unable to agree on the type of evaluation to be used for the next school year, the employee shall be placed on summative. The Professional Growth Plan Verification form (Appendix E) shall be completed by the evaluating administrator, signed by the certificated staff member and submitted to the personnel file.
4. A certificated staff member on a Professional Growth Program shall be evaluated under the summative evaluation procedures at least once every four (4) years.

## **Section C: Classroom Visitation**

Classroom visitation procedures shall be in compliance with the following regulations:

1. It shall be the policy of the WSTSC to encourage the public to visit the Skills Center. Parents are encouraged to make classroom visitations and the general public is welcome to drop in and see what is taking place in the program.
2. Visitors should obtain the approval of the Director to be on the school grounds. If the Director desires, a "Visitor's Pass" system may be used so students and staff members will be aware of the presence of an authorized visitor.

## **Section D: Student Discipline**

1. In the maintenance of a sound learning environment, acceptable behavior shall be expected from all students at the Skills Center. Certificated employees shall use reasonable and professional judgment to enforce discipline fairly and consistently, regardless of race, sex, or status of students.
2. Discipline shall be consistent with applicable federal and state laws, Employer policy and procedure. The authority of employees to use prudent disciplinary measures consistent with such laws, policy and procedure for the safety and well-being of students and employees is supported by the Employer. The Director or immediate supervisor shall respond to reasonable and professional requests regarding discipline problems.

## **Section E: Professional Development Committee**

The Employer and the Association recognize the importance of advanced and/or specialized training for employees and the beneficial effect it has upon the Skills Center's educational program for students and staff. It is agreed, therefore, that a Staff Development Committee shall be established. The committee membership shall consist of one (1) administrator and three (3) staff members nominated by the President of the Association. New members of the committee shall be appointed in September each year. The term of appointment shall be for three (3) years with one-third (1/3) of the membership appointed annually to provide continuity on the committee. The committee shall organize itself and develop standing rules of procedure and operations.

1. Functions - The committee shall be responsible for developing and administering a continuous plan for in-service and other staff development training for Skills Center staff in cooperation with the Director of the Skills Center.
2. Program Selection - In-service programs to be considered shall include but not be limited to:

- a. In-service program(s) designed by the Association reflecting training desired by the employees.
  - b. Requested specialized training by an employee or group of employees.
  - c. In-service program(s) and/or college/university courses desired by the Employer for changes in curriculum.
  - d. In-service training requested by the Administration as a result of annual employee evaluation(s) and/or as requested by the employee.
3. Dissemination of Information to Staff - The committee shall distribute by school mail system to each employee any and all information regarding the inservice program(s) which the committee develops for staff informational purposes.
  4. The budget for the Professional Development Committee shall be \$1,000 per 1.0 FTE instructor, which is contingent on the state funding for the Skills Center summer school program. This money will be eliminated should the state drop summer school funding and not replace it with an alternate funding source that could be used for professional development.
  5. Funds may be used for fees, tuition, materials, and other expenses associated with obtaining professional development. Funds paid for employee time (i.e. wages) must include employer mandatory benefits. The balance of the committee's budget will be carried over to the following school year.

#### **Section F: Beginning Teacher Assistance Program**

In accordance with state regulations, a Beginning Teacher Assistance Program will be implemented when funded by the state. The Beginning Teacher Assistance Program will be developed by the Bremerton School District Curriculum and Instruction Department and available to all new teachers at the Skills Center. The program shall be voluntary for the master and beginning teacher.

#### **Section G: Academic Freedom and Responsibility**

All employees shall be guaranteed the right and accept the responsibility to study, to investigate and to present and interpret facts, ideas and theories and to use multiple instructional modalities and techniques in delivery of instruction as appropriate to meet individual needs of students. These rights are guaranteed provided that (1) issues discussed are presented in an objective manner with due regard for the maturity level and learning styles of the employee's students; (2) they are consistent with the District's instructional policy and State law; (3) clearly questionable matters concerning the appropriateness of the issues to the District's instructional policy and the maturity level of the student shall be referred to the building principal for consultation. The

Association will have the right of input regarding the District's instructional policy, upon request.

A teacher shall follow Board Policy and State law regarding student grades. No teacher will be coerced to change a student's grade provided that a teacher's grading must be consistent with school policy and State law.

### **Section H: Lesson Plans**

The District and Association agree that exemplary teaching requires adequate lesson planning. Instructors receiving a "Needs Improvement" or "Unsatisfactory" rating on an evaluation may be asked to submit lesson plans to the building administrator. All instructors are expected to create and retain copies of their lesson plans for archival information.