

KEY:

8/2008

**Black**—existing language or edit directions

**Red**—new language

## Teacher Guide Modifications/Changes

**Edits are in progress as written below:**

### Substantial Modifications

<b>PAGE</b>	<b>Modification</b>
2	Reword <b>Specialist in the Classroom</b> paragraph: ... <i>who teaches in a classroom type setting</i> <b>part</b> of the instructional day may be evaluated using the teacher process for one <b>announced</b> formative observation.
15	Delete, <i>instruction</i> -- Last sentence—after planning... Replace <i>inform</i> → <b>modify</b>
17	<i>The diagram illustrates a suggested timeline for the DPAS II evaluation process for teachers. This time line is intended as a guide, not a mandate.</i>
18	Replace last bullet with: <i>In a non-summative year, the Teacher Goal Form will be submitted to the evaluator by the end of the school year and will be reviewed at the Goal Setting Conference at the beginning of the next year.</i>
19	Professional Responsibilities reporting, 2 <sup>nd</sup> bullet, add text: <i>If you are on a two year cycle, this form is to be submitted by January 31 of the first year.</i>
20	Insert before first paragraph: <i>A NOVICE teacher (Initial License) is on one (1) year cycle and will receive a summative evaluation every year. An EXPERIENCED teacher (Continuing License) whose last evaluation was satisfactory is on a two year cycle and will receive at least a summative evaluation every two (2) years.</i>
25	Bullet #6: Replace deleted text with <i>Observations may not begin until students have been in attendance for five (5) full days</i> , unless an Improvement Plan calls for such an observation. Bullet #7: Replace the last <i>full week of the school year</i> with last <i>five (5) days during which students are in attendance for the entire day.</i>
28	End the first paragraph with: <i>Discussion must take place between the administrator and teacher to make this determination.</i> Begin the second paragraph with: <i>Should it be mutually decided upon that an additional Pre-Observation Form and Conference not be necessary,</i>
29	Add at the end of the first bullet: <i>This conference must take place within ten (10) working days of the observation.</i>
30	Reword second bullet- <i>The Formative Feedback Form's content should simply be a verification of what was observed and then discussed at the Post Observation Conference. The information can help a teacher plan future professional growth options. This form is a valuable tool for teachers to use in reflection on their practice.</i> [reference to goals deleted]
31	First bullet: replace <i>fifteen (15)</i> with <b>ten (10)</b> working days Add new bullet: <i>The teacher should sign the Formative Feedback Form and return it to the evaluator within 5 working days. A copy of this form with both signatures will be provided to the teacher.</i>
32	Process, at the end of the 1st bullet, insert-- <i>If you are on a two year cycle, this form is to be submitted by January 31 of the first year.</i>

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35	<p>DELETE entire second paragraph under Purpose:</p> <p>First bullet: replace <i>fifteen (15) working days</i> with <i>ten (10) working days</i></p>																
35 or 36	<p>Insert bullet:</p> <p><i>The teacher should sign the Summative Evaluation Form and return it to the evaluator within 5 working days. A copy of this form with both signatures will be provided to the teacher.</i></p>																
37	<p>Modify Chart as indicated here:</p> <table border="1" data-bbox="381 548 1464 898"> <thead> <tr> <th colspan="2" data-bbox="381 548 738 642">Number of Component Ratings</th> <th data-bbox="738 548 911 642">Summative Rating</th> <th data-bbox="911 548 1464 642">Follow-up</th> </tr> <tr> <th data-bbox="381 642 560 789">Satisfactory</th> <th data-bbox="560 642 738 789">Unsatisfactory</th> <th data-bbox="738 642 911 789"></th> <th data-bbox="911 642 1464 789"></th> </tr> </thead> <tbody> <tr> <td data-bbox="381 789 560 898">5</td> <td data-bbox="560 789 738 898">0</td> <td data-bbox="738 789 911 898">Effective</td> <td data-bbox="911 789 1464 898">Experienced teacher may begin two-year appraisal cycle Novice teacher begins new one-year appraisal cycle</td> </tr> <tr> <td data-bbox="381 898 560 1003">4</td> <td data-bbox="560 898 738 1003">1</td> <td data-bbox="738 898 911 1003"><i>Effective</i></td> <td data-bbox="911 898 1464 1003"><i>IIP developed for unsatisfactory component</i> <i>One year appraisal cycle begins</i></td> </tr> </tbody> </table>	Number of Component Ratings		Summative Rating	Follow-up	Satisfactory	Unsatisfactory			5	0	Effective	Experienced teacher may begin two-year appraisal cycle Novice teacher begins new one-year appraisal cycle	4	1	<i>Effective</i>	<i>IIP developed for unsatisfactory component</i> <i>One year appraisal cycle begins</i>
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4	1	<i>Effective</i>	<i>IIP developed for unsatisfactory component</i> <i>One year appraisal cycle begins</i>														
38	<p>Replace the first bullet with: <i>The overall lesson is unsatisfactory as a result of unsatisfactory performance in any one or more component areas, the evaluator has written the words, "PERFORMANCE IS UNSATISFACTORY" in the Commendation/Recommendation section of the Formative Feedback Form and has initialized the statement; or</i></p> <p>Change title of new section to: <i>IMPROVEMENT PLAN CONFERENCE</i>. Replace first paragraph with: <i>The teacher and evaluator should review the Improvement Plan Form before the Improvement Plan Conference to reflect on the items that will be discussed.</i></p> <p>Modify second paragraph to read: [delete first phrase] <i>At the Improvement Plan Conference, the teacher and evaluator develop a plan using the Improvement Plan Form.</i></p>																
40	<p>Modify #1. (<i>i.e., The overall lesson is unsatisfactory as a result of unsatisfactory performance in any one or more component areas, the evaluator has written the words, "PERFORMANCE IS UNSATISFACTORY" in the Commendation / Recommendation section of the Formative Feedback Form and has initialized the statement.</i>)</p> <p>Modify: The appraisal record consists of....., and any additional documents <i>previously shared with the teacher.</i></p> <p>Insert paragraph at the bottom of the page</p> <p><i>While a challenge process is taking place, the Improvement Plan may or may not be started by mutual agreement of teacher and evaluator. If agreement cannot be reached the evaluator's decision will prevail.</i></p>																

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41	<p>Reword first paragraph: <i>Observations shall not begin until <b>students have been in attendance for five (5) full days</b>, unless an Improvement Plan calls for such an observation. Observations shall be completed before the last <b>five (5) days for which the students have been in attendance for the entire day.</b></i></p> <p>Modify this paragraph: <i>To the extent that the DPAS II Guide for Teachers <b>suggests</b> a time period within which any part of the process <b>will</b> be completed, the guide shall <b>prevail unless the controlling bargaining agreement provides otherwise. In the case of such conflict, the collective bargaining agreement prevails.</b></i></p> <p>Make a new paragraph and add: <i><b>The following are suggested target dates:</b></i></p>
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## Forms:

**Please go directly to the website --**

<http://www.doe.k12.de.us/performance/dpasii/ti/teacherforms.shtml>

**All updated forms will be marked **updated 8.2008****

### **SPECIAL NOTE—**

**Recommended Improvement Plan Form by the Educator—**will no longer be used.**** (p. 56 and 57 / 80 and 81 in the guide will be deleted)

The new language to be written on p. 38 in the guide will be

***IMPROVEMENT PLAN CONFERENCE.***

Replace first paragraph with: ***The teacher and evaluator should review the Improvement Plan Form before the Improvement Plan Conference to reflect on the items that will be discussed.***

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### Editorial Changes

<b>PAGE</b>	<b>Modification</b>
Contents	Professional <i>Development</i> → Professional <i>Growth</i> <i>Improvement Plan Forms</i> [delete the <i>s</i> ]- on p. 56 and p. 80 [two different sections]
1	Professional <i>development</i> → Professional <i>growth</i> (2x)
10	Professional <i>development</i> → Professional <i>growth</i>
11	Professional <i>development</i> →Professional <i>growth</i> (3x)
13	School <i>improvement</i> process→school <i>success</i> process State Assessment → state assessment (Simply do not capitalize existing language)
16	Delete <i>Recommendations for an Improvement Plan -- Teachers</i> Add <i>Form</i> and <i>Conference</i> to <i>Improvement Plan</i> , where appropriate
18	1 <sup>st</sup> bullet--school <i>improvement</i> plan→school <i>success</i> plan 2 <sup>nd</sup> bullet-delete <i>improvement</i> between school and goals
19	Professional development→professional <i>growth</i>
21	School <i>improvement</i> plan→School <i>Success</i> Plan (2x)
22	School <i>improvement</i> plan goals→School <i>Success</i> Plan goals (2x)
32	3 <sup>rd</sup> bullet - professional <i>development</i> →professional <i>growth</i>
51	State Assessment—make the <i>s</i> and <i>a</i> lower case. <i>state</i> <i>assessment</i> Delete <i>s</i> in support
53	Professional development→professional <i>growth</i>
54	State Assessment—make the <i>s</i> and <i>a</i> lower case. <i>state</i> <i>assessment</i>
86	Reg 1.0 Delete paragraph # 1 and list of school districts/charter schools
88	Professional <i>development</i> → Professional <i>growth</i>