

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 314
CERTIFIED STAFF**

TEACHER PROBATION AND EVALUATION

The Carson City School District Framework for Effective Teaching is on file in the Human Resources Office, in each individual school, and at the State of Nevada's Department of Education.

Probationary Teachers

Certified employees in their initial year of licensure with the State of Nevada serve a minimum one-year probationary period. Following the first year of probation, the teacher may be required to undergo a second year of probation **OR** may receive post-probationary status. The school administrator charged with performing the evaluations of a probationary teacher makes this determination on the third evaluation in the probationary teacher's first year of employment.

Evaluation of Probationary Teachers

The purpose of the evaluation process is to motivate teachers to do their best, and to improve in those areas, which, in the opinion of the evaluator, need improvement. The evaluation process should be viewed as a means of achieving the highest level of teaching performance.

In accordance with the Professional Practices Act (NRS 391), in the evaluation of teachers, the following provisions and procedures are to be followed:

1. The Professional Practices Act provides that each full-year probationary teacher shall be evaluated at least three (3) times.
2. The first evaluation must take place not later than December 1, the second no later than February 1 and the final evaluation must take place no later than April 1. Probationary employees assigned to a school that operates year round must be evaluated at least three (3) times during each twelve (12) months of employment on a schedule determined by the Board.
3. The teacher evaluation form will become a part of the teacher's permanent file.
4. A copy of the teacher evaluation form must be given to the teacher within fifteen (15) calendar days of the evaluation. This copy need not be returned to the principal or other evaluator.

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5. The teacher has the right to attach a response to the teacher evaluation form if the teacher desires. This response shall also become a part of the teacher's permanent file.
6. A conference must be held by the principal (or the person designated to evaluate the teacher) to discuss with the teacher the evaluation recorded on the teacher evaluation form. This conference is very important, as this evaluation becomes part of the teacher's permanent file.
7. This conference is also important since it provides an opportunity for the evaluator and the teacher to discuss the teacher's performance and methods for possible improvement, if necessary.

Time Line for Teacher Evaluations

NO LATER THAN....

December 1: A conference and the first written evaluation for probationary teachers must be concluded. Evaluations forms to be returned to the Human Resources Division.

February 1: A conference and the second written evaluation for probationary teachers must be concluded. Evaluation forms to be returned to the Human Resources Division.

Human Resources Division is to be notified of any probationary teacher who may not be recommended for renewal of contract.

February 15: Probationary teachers who may not have their contracts renewed are notified in writing, unless they have already received a letter of admonition in the current school year.

April 1: A conference and the third written evaluation for probationary teachers must be concluded. Evaluation forms to be returned to the Human Resources Division.

A conference and the written evaluation for post-probationary teachers must be concluded. Evaluation forms to be returned to the Human Resources Division with notification of the principal's recommendation for renewal or non-renewal of contract.

May 1: Teachers notified of recommendations for renewal or non-renewal of contracts.

May 10: Teachers must accept or reject contracts or letters of intent to re-employ.

Adopted: June 9, 1987

Revised: December 13, 1988

2nd Revision: May 10, 2006