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538.2

TEACHER REMEDIATION PROCEDURE

The Evansville Community School District believes that teachers within the district should be given ample opportunity to reach their professional potential. If a teacher is viewed as deficient by his/her supervisor, we believe that the teacher must be given an opportunity to remediate said deficiencies. This is especially crucial when the deficiencies are of such nature that a non-renewal is being considered.

When a teacher's performance is judged to be deficient. The supervisor shall notify the teacher that a remediation procedure is beginning. The notification shall be written and given to the teacher during a conference held for that purpose. At the conference, the teacher will receive a written improvement plan which will include the following:

1. Statement of Deficiency: This section should include a specific statement pertaining to the deficiency(ies).
2. General Statement of Plan of Assistance: This section should include the purpose of the plan, the role of the supervisor, a directive statement that the plan is to be followed, and what action will occur if desired improvements are not achieved.
3. Program to be Followed: This section should include a very specific statement as to what is expected of the teacher (refer to all areas stated in #1 above), a series of reasonable activities and time lines for each area of unsatisfactory performance, and what assistance will be offered by the supervisor or other resources.
4. Monitoring System: This section should include the schedule of conferences and observations to determine progress, the method of altering or adjusting the program and a specific time for final assessment of the plan.
5. Final Evaluation: This section should include a final assessment of the satisfactory or unsatisfactory achievement of the plan.
6. Recommendation: This section should include the supervisor's recommendation regarding the future status of the teacher.
7. Union Representation: The teacher will be notified that they may bring a colleague or union representative to the conference where the improvement plan is presented.

8. GUIDELINES

- a. When there is a question of adequate performance, a second opinion may be helpful and requested by the teacher. This request should be made in writing within one month of the notification conference and should be directed to the district administrator. The district administrator shall arrange for a second opinion.
- b. If Supervisors shall assist the teacher as soon as possible when concerns about performance arise. Step one is the use of the "Teacher Evaluation Form". Remediation is the second step in the corrective supervision process. When possible, supervisors should offer the use of Employment Assistance Program (E.A.P.) services to any employee involved in remediation prior to any recommended suspension, dismissal or non-renewal. If a deficiency continues, following the above procedure, the supervisor may recommend suspension, dismissal or non-renewal.

Legal Ref.: Section 121.02(1)(q) WI Statutes
PI 8.01(2)(q) Wisconsin Administrative Code

Local Ref.: EEA Master Agreement