

# Teacher Evaluation Policy

## Chapter1. Basic policy

1. Observation & Evaluation
  - a. New teaches will have 2 formal observations -in September & again in the 2nd semester.
  - b. Returning teachers will have 1 observation per year.
  - c. Observations will be completed by admin, TBD by admin.
2. For formal observations:
  - a. Pre-meeting with teacher prepared **lesson plan**.
  - b. Admin will stay for at least half the lesson, and observing teacher and admin should fill in the observation form.
  - c. Post-meeting for **observations**, reflections, etc.
  - d. Teacher should submit those forms (lesson plan, observation form) to academic section **a week after** the observation finished.

## Chapter2. Lesson observation etiquette

1. Make appointment with the teacher who open class a week before the observation.
2. Do not have foods, drinks or doing any interrupting behaviors( taking the classroom materials without permission) during the class time.