

TITLE 60: BOARD OF EDUCATION

contracting agency of the conviction of any employee for selling, manufacturing or dispensing any illegal drug on government business property or government time, within 10 days of the conviction.

Modified, 1 CMC § 3806(d), (e), (f).

History: Amdts Adopted 26 Com. Reg. 23010 (Oct. 26, 2004); Amdts Proposed 26 Com. Reg. 23035 (Aug. 26, 2004).

Commission Comment: The following form appeared at the end of this part:

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
STATE BOARD OF EDUCATION
PUBLIC SCHOOL SYSTEM

P.O. Box 501370, Saipan, MP 96950
Tel. Nos.: (670) 664-3727/3700
Fax No.: (670) 664-3711/3798

**ACKNOWLEDGEMENT FORM FOR THE
ALCOHOL AND DRUG FREE WORKPLACE POLICY**

I _____ do hereby acknowledge the (Applicant or Employee) receipt of the Public School System’s Alcohol and Drug Free Workplace Regulations. I understand that I am required to comply with the requirements of these regulations.

Print Name & Sign

Date

Social Security Number: _____

Signature of Witness: _____

Date

Original to be filed in Employee’s Personnel File. Copy to Employee.

See 26 Com. Reg. at 23025 (Oct. 26, 2004).

Part 900 - Performance Evaluation Rubric and Process for Teacher Evaluation

§ 60-30.2-901 Purpose

(a) To assess classroom teachers in relation to the CNMI Public School System “professional teaching standards” and to design a plan for professional growth. The performance evaluation shall be conducted on a yearly basis, on the respective classroom teacher's anniversary date.

(b) The principal or designee will conduct the evaluation process in which the teacher will actively participate through the use of self-study assessment, reflection, presentation of artifacts, and classroom demonstration.

Modified, 1 CMC § 3806(a), (f), (g).

History: Adopted 33 Com. Reg. 31839 (Aug. 23, 2011); Proposed 33 Com. Reg. 31693 (June 27, 2011).

TITLE 60: BOARD OF EDUCATION

Commission Comment: The Commission designated the subsections in this section, which were not designated in the original and added the period at the end of subsection (b).

§ 60-30.2-905 Process

The CNMI Public School System Classroom Teacher Evaluation Process shall include the following steps:

- (a) Training – before participating in the evaluation process, all teachers, principals, designated evaluators, and a peer evaluation must complete training on the evaluation process.
 - (b) Orientation – within 3 weeks of a teacher's first day of work in any school year, the principal will provide the classroom teacher with a copy of or directions for obtaining access to a copy of
 - (1) The rubric for evaluating CNMI Public School System classroom teachers;
 - (2) This policy; and
 - (3) A schedule for completing all the components of the evaluation process
 - (4) Copies may be provided by electronic means.
 - (c) Teacher self-assessment using the rubric for evaluating CNMI PSS teachers, he or she shall rate his or her performance at the beginning of the year and reflect on his or her performance throughout the year.
 - (d) Pre-observation Conference
 - (1) The first observation shall be a formal, announced observation; before the first observation, the principal shall meet with the teacher to discuss the teacher's self-assessment based on the rubric for evaluating CNMI PSS teachers; the teacher's most recent professional growth plan, and the classroom demonstration observed. The teacher will provide the principal with a written description of the lesson(s). The goal of this conference is to prepare the principal for the observation. Pre-observation conferences are not required for subsequent observations.
 - (e) Observations
 - (1) A formal observation shall last at least an entire class period
 - (2) New teachers (0-4 years) – 3 formal observations and one peer to peer
 - (3) Seasoned teachers (5 and up) – an evaluation cycle for this group of teachers must be developed to include one formal observation annually. May adjust the schedule for the summative evaluation of a seasoned teacher whenever it is deemed necessary; at least 2 observations during the employment contract of the teacher.*
- * As stated in original
- (f) Post Observation Conference – the principal shall conduct a post conference no later than ten days after the observation. During the post observation conference, the teacher and principal shall discuss the document on the rubric, the strengths and weaknesses of the teacher's performance during the observed lesson.

TITLE 60: BOARD OF EDUCATION

- (g) Summary Evaluation Conference and Scoring the Teacher Summary Rating Form – prior to the end of the school year and in accordance with the timelines; the principal shall conduct a summary evaluation conference with the teacher. During the summary evaluation conference, the principal and teacher shall discuss the teacher's self-assessment, the teacher's most recent professional growth plan, the components of the CNMI PSS teacher evaluation process completed during the year, classroom observations, artifacts submitted or collected during the evaluation process and other evidence of the teacher's performance on the rubric.
- (h) At the conclusion of the CNMI PSS teacher evaluation process, the principal shall
- (1) Give a rating for each element in the rubric
 - (2) Make a written comment on any element marked “not demonstrated”
 - (3) Give an overall rating of each standard in the rubric
 - (4) Provide the teacher with the opportunity to add comments to the teacher summary rating form
 - (5) Review the completed teacher summary rating form with the teacher; and
 - (6) Secure the teacher's signature on the record of teacher evaluation activities and teacher summary rating form
 - (7) Submit the completed evaluation form to Human Resource Office.
 - (8) The completed teacher evaluation rating forms and justification for renewal are to be attached to employment contract renewals for all teachers.

Modified, 1 CMC § 3806(a), (f), (g).

History: Adopted 33 Com. Reg. 31839 (Aug. 23, 2011); Proposed 33 Com. Reg. 31693 (June 27, 2011).

Commission Comment: The Commission added periods at the end of each subsection but left punctuation as stated in the original for subparts of each subsection ((1), (2) etc.). The Commission designated subsections (a)(4) and (h), which were not so designated in the original. The Commission changed “teachers’ most recent” to “teacher’s most recent” in (g). The Commission changed “rubrics” to “rubric” in (h)(1) and changed “non demonstrated” to “not demonstrated” in (h)(2) to correct manifest errors.

§ 60-30.2-910 Individual Growth Plans

Teachers who are rated “proficient” on all the standards on the teacher summary rating form shall develop an individual growth plan designed to improve performance on specifically identified standards and elements with the goal of achieving a “distinguished” rating on all standards.

Modified, 1 CMC § 3806(f).

History: Adopted 33 Com. Reg. 31839 (Aug. 23, 2011); Proposed 33 Com. Reg. 31693 (June 27, 2011).

§ 60-30.2-915 Monitored Growth Plans

- (a) A teacher shall be placed on a monitored growth plan whenever he or she:
- (1) Is rated “developing” on one or more standards on the teacher summary rating form and he or she;
 - (2) Is not recommended for dismissal or nonrenewal.

(b) A monitored growth plan shall, at a minimum, identify the standards and elements to be improved, the goals to be accomplished and the activities the teacher should undertake to achieve proficiency, and a timeline which allows the teacher one school year to achieve proficiency. A monitored growth plan that meets those criteria shall be deemed to satisfy the requirements of the Teacher Evaluation System.

Modified, 1 CMC § 3806(a), (f), (g).

History: Adopted 33 Com. Reg. 31839 (Aug. 23, 2011); Proposed 33 Com. Reg. 31693 (June 27, 2011).

Commission Comment: The Commission added periods at the end of each subsection, added the comma after “minimum” and changed “a monitored growth plans” to its singular form in subsection (b) to correct manifest errors. The Commission designated subsections (a) and (b), which were not so designated in the original.

§ 60-30.2-920 Directed Growth Plans

A teacher shall be placed on a directed growth plan whenever he or she:

- (a) Is rated
 - (1) “not demonstrated” on any standard on the teacher summary rating form; or
 - (2) “developing” on one or more standards on the teacher summary rating form for two consecutive years; and
 - (3) Is not recommended for dismissal or non-renewal.

(b) The directed growth plan, shall at a minimum, identify the standards and elements to be improved, the goals to be accomplished, the activities that teacher shall complete to achieve proficiency, a timeline for achieving proficiency within one school year. A directed growth plan that meets those criteria shall be deemed to satisfy the requirements of the Teacher Evaluation System.

Modified, 1 CMC § 3806(a), (f), (g).

History: Adopted 33 Com. Reg. 31839 (Aug. 23, 2011); Proposed 33 Com. Reg. 31693 (June 27, 2011).

Commission Comment: The Commission added periods at the end of each subsection and changed “one of more” to “one or more” in (a)(2) to correct manifest errors. The Commission designated subsections (a) and (b), which were not so designated in the original.

§ 60-30.2-925 Effective Dates

(a) Effective school year 2010-2011, the PSS shall provide orientation, training seminars and establish a teacher/administrator focus group to identify artifacts and a list of evidence to be used with the Teacher Evaluation System.

(b) Effective school year 2011 -2012, all teachers in the CNMI Public School System will be evaluated using the PSS Teacher Evaluation System and this policy.

Modified, 1 CMC § 3806(a), (f), (g).

TITLE 60: BOARD OF EDUCATION

History: Adopted 33 Com. Reg. 31839 (Aug. 23, 2011); Proposed 33 Com. Reg. 31693 (June 27, 2011).

Commission Comment: The Commission added periods at the end of each subsection and changed “established” to “establish” in (a) to correct manifest errors. The Commission designated subsections (a) and (b), which were not so designated in the original.