

Evaluation Guidelines for Late Hires & Leave of Absences

Late Hires	Mid-Year Requirements	End of Year Final Rating Requirement
<ul style="list-style-type: none"> Hired prior to October 15th of the current school year. 	No change in the evaluation timeline for mid-year.	No change in the evaluation timeline for end of year.
<ul style="list-style-type: none"> Hired after October 15th and before end of 1st semester of the current school year. 	Add an additional week for every week hired after October 15 th to the mid-year deadline. (But to be completed no later than March 14 th)	No change in the evaluation timeline for end of year.
<ul style="list-style-type: none"> Hired at the start of 2nd semester of the current school year. 	No mid-year required.	No change in the evaluation timeline for end of year.
Teachers on Leave of Absence	Mid-Year Requirements	End of Year Final Rating Requirement
<ul style="list-style-type: none"> Leave taken of less than 8 weeks during 1st semester of the current school year . 	Add an additional week for every week of leave to the mid-year deadline. (But to be completed no later than March 14 th)	No change in the evaluation timeline for end of year.
<ul style="list-style-type: none"> If leave is for more than 8 weeks in the 1st semester of the current school year. 	No mid-year required.	No change in the evaluation timeline for end of year.
<ul style="list-style-type: none"> If leave is less than 8 weeks and wraps from 1st semester into 2nd semester. 	Add an additional week for every week of leave to the mid-year deadline	No change in the evaluation timeline for end of year.
<ul style="list-style-type: none"> If leave is for more than 8 weeks and wraps from 1st semester into 2nd semester. 	Add an additional week for every week of leave to the mid-year deadline. (But to be completed no later than March 14 th)	No change in the evaluation timeline for end of year.
<ul style="list-style-type: none"> If leave of less than 8 weeks is taken during 2nd semester. 	No change in the evaluation timeline for mid-year. (Exception if teacher is on leave during the mid-year window. Then mid-year can be completed and shared without the mid-year conference.	No change in the evaluation timeline for end of year.
<ul style="list-style-type: none"> If leave is more than 8 weeks during the 2nd semester. 	No change in the evaluation timeline for mid-year.	Mid-year evaluation shall be combined with 2 nd semester evidence, if any, to determine end of year final ratings.