The board of trustees of Richland County School District Two requires all instructional personnel to be evaluated in accordance with the provisions of applicable state law and regulation.

The appropriate personnel will evaluate the performance of every instructional employee fairly and on a periodic basis in an effort to improve the quality of all work performance.

The superintendent will enforce the rules, regulations, and procedures necessary for conducting an efficient, effective program of employee performance evaluation.

The elements of the performance evaluation program are as follows:

- Every teacher employee is informed of the criteria by which his/her performance is evaluated.
- Every teacher employee has the right to be informed of the results of his/her performance evaluation in writing.
- Every employee has the right to respond to his/her evaluation in writing.

The district will use the State Department of Education’s guidelines for the Expanded Assisting, Developing, and Evaluating Professional Teaching (ADEPT) Support and Evaluation system to evaluate teachers, as appropriate.

Assisting, Developing, and Evaluating Professional Teaching (ADEPT) System

The district will use the ADEPT System to evaluate all certified teachers employed under induction, annual, and continuing contracts. The district will base all evaluations on the ADEPT performance standards in accordance with State Board of Education ADEPT implementation guidelines.

The district will develop plans and procedures for teacher evaluation based on the components of ADEPT found in administrative rule GCOA-R.

Teachers Employed from Out of State

Teachers employed from out of state who receive a South Carolina initial teaching certificate based on reciprocity are eligible for employment under an induction contract. Teachers employed from out of state who receive a South Carolina professional teaching certificate based on reciprocity are eligible for employment under an annual contract.
At the annual contract level, teachers may receive either a diagnostic assistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to receive a continuing contract.

Teachers who are employed from out of state or from a non-public school setting and who are certified by the National Board for Professional Teaching Standards (NBPTS) are exempted from initial certification requirements and are eligible for continuing contract status.

Teachers Employed in Charter Schools

If a charter school operating within the district elects to implement the ADEPT system for evaluating their teachers, it must do so in compliance with all provisions of law and State Board of Education regulations and implementation guidelines. In fulfilling these requirements, the contract between the charter school and its sponsor must include an ADEPT provision. All certified teachers in the charter school must be assisted and evaluated consistent with the sponsor’s State Board of Education-approved ADEPT plan for induction, formal evaluation, and goals-based evaluation.

The charter school ADEPT provision must address the charter school’s responsibilities for ensuring the fidelity of the implementation of the system and the sponsor’s responsibility in terms of staff training and program implementation. The provision must be included in the sponsor’s ADEPT plan and approved by the State Board of Education prior to implementation. The sponsor agrees to disseminate all ADEPT-related information from the State Department of Education to the charter school and to report charter school teacher data as required.

Teachers Who Hold a Limited Professional Certificate

An educator who holds a valid South Carolina limited professional certificate is eligible for employment in a “regulated” public school at the annual contract level and may receive either a diagnostic assistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to move from a limited professional certificate to a full professional certificate and to be employed under a continuing contract.

Teachers Employed Under a Letter of Agreement

Teachers who are eligible for an induction or annual contract but who are hired on a date that would cause their period of employment to be less than 152 days during the school year may be employed under a letter of agreement. The ADEPT System is not used for Teachers employed under a letter of agreement do not fall under ADEPT, but the district will ensure that these teachers receive appropriate assistance and supervision throughout the school year.

Teachers Who Do Not Have Sufficient Opportunity to Complete the ADEPT Process
A teacher who is employed under an induction, annual, or continuing contract and who is absent for more than 20 percent of the days in the district’s annual evaluation cycle may, at the recommendation of the superintendent or his/her designee, have his/her ADEPT results reported to the South Carolina Department of Education as “Incomplete.” Teachers with an “Incomplete” are eligible to repeat their contract level during the next year of employment.

**Training and Reporting**

The district must provide appropriate training for all personnel responsible for conducting the evaluation process.

The district must meet all reporting requirements as outlined in law and State Board regulations.

**Use of ADEPT Results to Inform Personnel Decisions**

When possible, the district will use the multiple evidence sources from multiple years for making employment decisions as permitted by state law and regulations. ADEPT results are used to determine the number of induction contract years, to determine advancement to annual contract status, to determine whether to issue the professional certificate and eligibility for continuing contract status, to determine whether a teacher must have a consecutive formal evaluation or a “highly consequential” formal evaluation, to inform professional development plans, to inform GBE objectives, and for other decisions within a district.

By May 1st the district will inform each teacher, in writing, of his/her employment status for the next school year.

Adopted 4/25/78; Revised 5/14/85, 5/11/99, 9/25/01, 11/12/02, 7/20/10, 8/25/15, 7/24/18,

Legal References:

A. S.C. Code, 1976, as amended:
   1. Section 59-26-10 through Section 59-26-40 - A system for the training, certification, initial employment, evaluation, and continuous professional development of public educators.
   2. Section 59-26-85 - Teachers certified by the National Board for Professional Teaching Standards eligible for continuing contract status.

B. State Board of Education Regulations:
   1. R43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).

C. State Board of Education Guidance:
   1. Expanded ADEPT Support and Evaluation System Guidelines for Classroom-Based Teachers.