

## Handout #2

*Excerpt from the State Board Rule [0520-02-01](#)*

All teachers and non-instructional, licensed staff, with the exception of non-instructional, licensed staff observed using the school services personnel rubric, shall have at least one-half ( $\frac{1}{2}$ ) of all observations be unannounced. A minimum of one (1) observation shall be announced for teachers and non-instructional, licensed staff scoring levels one through four (1-4) on individual growth or level of overall effectiveness. For teachers and non-instructional, licensed staff scoring level 5 on individual growth or level of overall effectiveness, with the exception of non-instructional, licensed staff observed using the school services personnel rubric, the required observation shall be unannounced. All observations for non-instructional, licensed staff observed using the school services personnel rubric shall be announced observations.

(e) Evaluators shall provide written feedback and a face-to-face debrief with the educator, within one (1) week of the conclusion of each observation.

(f) Observation pacing for teachers and non-instructional, licensed staff shall meet the requirements outlined in State Board Policy 5.201.