

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	TEACHER EFFECT DATA (TVAAS)	PER 3	10/96
	Revision Adopted:		
	9/01		

TCA 49-1-606(b) states:

"The estimates of specific teacher effects on the educational progress of students will not be a public record, and will be made available only to the specific teacher, the teacher's appropriate administrators as designated by the local board of education and school board members."

Data Responsibility

The Murfreesboro City Board of Education designates the principal of each respective school as having responsibility to distribute, review, keep secure and confidential the administrator's copy of teacher effect data for each teacher scheduled to receive such data.

Distribution and Security

1. Upon receiving teacher effect data packages, the Director of Schools or designee shall distribute the sealed packages to each respective school for further distribution by the principal.
2. The sealed packages bearing the individual teacher's name will be accessed by the teacher of record who will remove his or her copy, Copy 1. Upon receiving a teacher effect report, the teacher shall sign and date a teacher roster prepared by the Director of Schools or designee verifying receipt of the sealed report.
3. Copy 2 will be opened, reviewed, and retained in a secure, confidential file separate and apart from personnel records or any other records subject to review by the public in the office of the respective principal.
4. Sealed Copy 3 will be hand delivered immediately to the Director of Schools or designee to be filed in a secure, confidential file kept separate and apart from personnel records or any other records subject to review by the public. This copy shall be available for review by school board members and management staff only who must document their review of each individual teacher's data by signing a "Documentation of File Review" form.
5. Teacher effect data shall be on file no longer than five (5) years. Five-year old teacher effect data (Copies 2 and 3) will be disposed of by shredding in a secure environment.
6. In the event that teacher effect reports arrive for teachers not employed in the system, the unopened package(s) shall be returned to the State Regional Office along with available information regarding the teacher's location.

7. In the event a teacher changes schools within the school system, the principal of the sending school will transfer teacher effect reports to the receiving school. A signed receipt from the receiving principal shall be maintained by the sending principal for a period of five years. Any receiving principal becomes responsible for assuring that transferred teacher data is kept no longer than a maximum of five years.
8. Reproduction of teacher effect data by any means and in any form is strictly prohibited unless expressly authorized for appropriate purpose by the Director of Schools.

Application

The following guidelines will be used in applying teacher effect data in formal teacher evaluations:

1. T.C.A. 49-1-606. "A specific teacher's effect on the educational progress of students may not be used as a part of formal personnel evaluation until data from three (3) complete academic years are obtained."
2. TVAAS results will be limited to an advisory capacity until State studies regarding its most appropriate use are completed:
 - a. The data may be used as one of multiple data sources used in the initial stage of the evaluation (Review of Previous Evaluations) as diagnostic information in identifying areas of strength and areas to strengthen for the purpose of focusing professional development plans.
 - b. The data may be used as one of multiple data sources used by the educator in structuring responses to questions contained in the Teacher Conference Guide, particularly in the areas of Planning and Evaluation with emphasis on the use of student data to analyze the effectiveness of the curriculum as well as the instructional strategies.
 - c. The data may be used as one of multiple data sources used to structure the Development Plan at the conclusion of the evaluation.
 - d. The Summative Conference is to be completed using the approved rating scales/rubrics for scoring as outlined in each of the local model manuals (State Model for Local Evaluation, Library/Media Specialist State Model for Local Evaluation, and Special Groups State Model for Local Evaluation). The teacher's use of the TVAAS data to evaluate and improve the instructional process will be one of several components assessed in Competency IIIA; Uses Evaluation to Improve Instruction. Currently approved Rating Scales for Competency IIIA will be used to draw conclusions and assign a numerical score for the item on the Scores from the Summative Evaluation.

