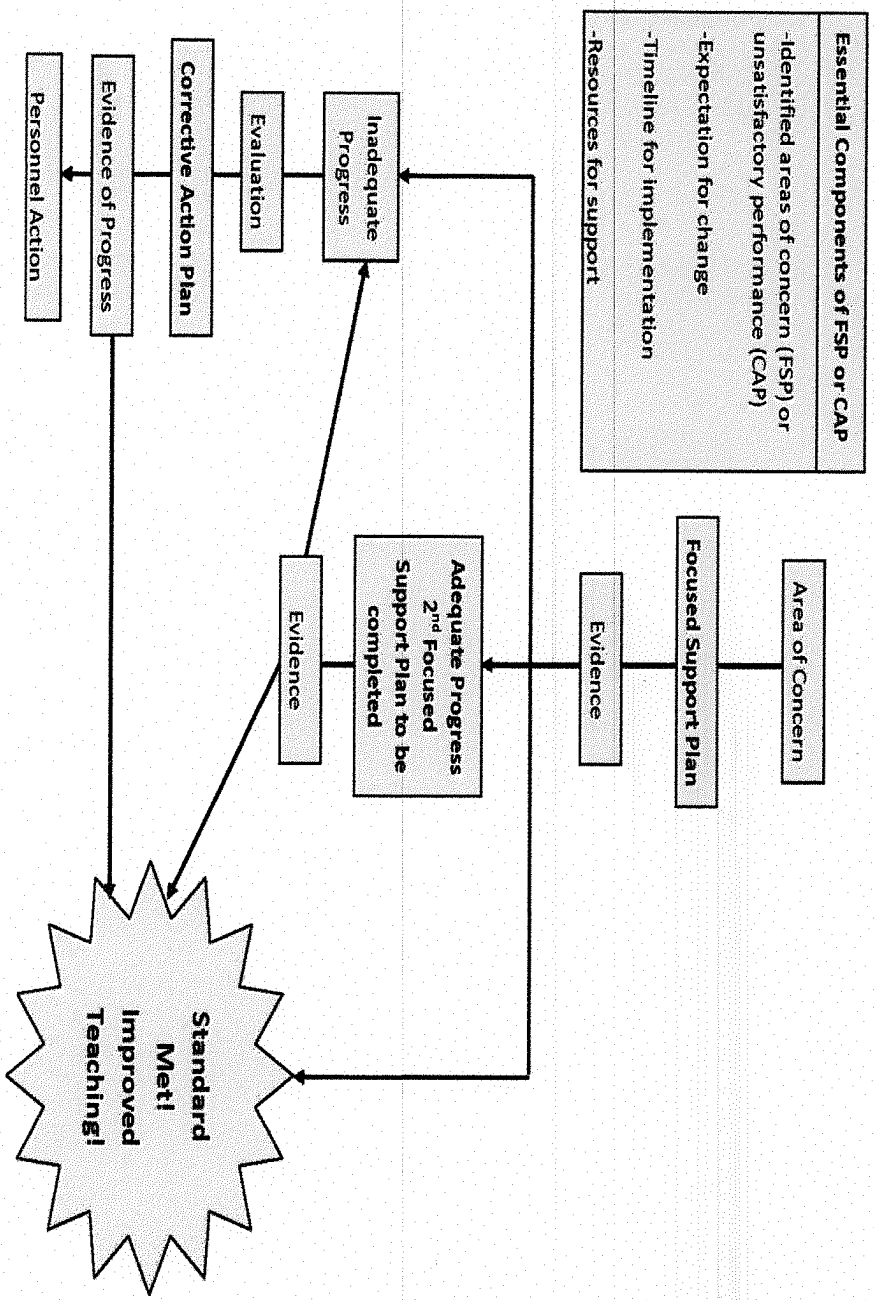


# Plans for Continuous Improvement



## **Plans for Continuous Improvement: Frequently Asked Questions**

**The Educator Evaluation System offers educators plans to address areas of concern as part of a comprehensive system of support. This document is a collection of frequently asked questions regarding the two plans: the Focused Support Plan (FSP) and the Corrective Action Plan (CAP).**

**Is an FSP recorded in an educator's permanent record?**

*No. Focused Support Plans are intended to stay between the educator and the evaluator. While the evaluator should keep written documentation of an educator's progress on an FSP, such documentation is not placed in the educator's permanent record.*

**Is an educator who makes *some* progress toward meeting a standard on an FSP required to be placed on a CAP at the conclusion of the nine-week FSP?**

*Educators who make adequate progress toward meeting a standard at the conclusion of a nine-week FSP, but who have not yet met the standard are eligible to have the FSP extended for an additional nine weeks at the discretion of the evaluator. At the conclusion of the 2<sup>nd</sup> nine-week FSP, the evaluator must determine whether the educator has met the standard or will be placed on a CAP.*

**Can an educator who successfully completes a CAP due to an unsatisfactory rating on a specific standard be later placed on an FSP for the same standard?**

*Once an educator successfully completes a CAP due to an unsatisfactory rating on a specific standard, it is expected that the educator maintains satisfactory performance levels for that standard.*

**Does an educator always have to be placed on an FSP prior to moving to a CAP?**

*No. An educator may be placed directly on a CAP in instances of unsatisfactory performance on a standard as determined through an evaluation, or instances of misconduct requiring immediate action, as outlined in WV Code §18A-2-8.*

**Can an educator transfer to a new school or county while on a Plan of Improvement?**

*Whether or not an educator may transfer to another school/county while on a Plan of Improvement is determined by policy at the county level.*

**Do the FSP and CAP follow an educator who transfers to a new school / county?**

*In the event an educator is allowed to transfer while on an FSP, the evaluator at the educator's new placement will receive notification that an FSP was in place for the educator. No details of the FSP are forwarded, leaving it at the discretion of the new evaluator to follow-up on the original FSP.*

*In the event an educator is allowed to transfer while on a CAP, full documentation of the plan follows the educator to the new school placement. The CAP is continued at the new placement for the remainder of the 18-week timetable.*

# West Virginia Educator Evaluation

## Plans to Support Continuous Improvement:

### Focused Support Plan\*

Educator:	Evaluator:
School:	County:
Grade/Content:	Conference Date:
End Date:	Progress Assessment Date:
Area(s) of concern and evidence:	
Expectations and Goals of Focused Support Plan:	

Support to be given (check those that apply):

- Professional Development
- Mentoring
- Coaching/Instructional Support
- Peer Observation
- Programs of Study
- Other Supports

Explain support to be given:

Focused Support Plan Timeline:

**Plan Agreement:**

My signature below signifies my understanding of the expectations in the above plan as described.

Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature below signifies my careful review of the above plan with the educator, and I have clearly communicated my expectations within the plan and agree to provide support.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Focused Support Plan Completion:**

- Standard met.** The educator is no longer on a Focused Support Plan.
- Adequate progress.** The educator will complete another Focused Support Plan.
- Inadequate progress.** An evaluation is completed. The educator is being placed on a Corrective Action Plan.

Explain the above statement:

Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The Focused Support Plan is not documented in the county personnel file.

# West Virginia Educator Evaluation

## Plans to Support Continuous Improvement:

### Corrective Action Plan\*

Educator:	Evaluator:
School:	County:
Grade/Content:	Focused Support Plan Dates:
Begin Date:	End Date:
Area(s) of concern and evidence:	
Expectations and Goals for Corrective Action Plan :	

Support to be given (check those that apply):

- Professional Development
- Mentoring
- Coaching/Instructional Support
- Peer Observation
- Programs of Study
- Other Supports

Other educators to be used as resources:

Explain support to be given:

General timeline for Corrective Action Plan implementation (18 weeks):



**Plan Agreement:**

My signature below signifies my understanding of the expectations in the above plan as described.

Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature below signifies that I have carefully reviewed the above plan with the educator, and I have clearly communicated my expectations within the plan and agree to provide support.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* If evidence does not demonstrate that adequate progress has been made at the conclusion of the 18-week period, termination for unsatisfactory performance shall ensue.

## Corrective Action Plan Evidence

The teacher has made:

- Adequate progress.
- Inadequate progress.

Evidence of the above statement:

Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_