

# Orange County Public Schools



**WINNER**

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Important Information for Teachers  
August 10, 2017

The Contract between CTA and the School Board directs the District to provide the following information to teachers.

This presentation will provide online links to the information on the OCPS web site.

For easier access, copy this to the desktop of your computer.

## Article VI. Section I

- Florida Statutes: <http://www.leg.state.fl.us/statutes/>
  - Chapters 1000-1013 are Education statutes
- State Board of Education Administrative Rules: <https://www.flrules.org/>

## Article VI. Section I

- Management Directives:
  - <https://intranet.ocps.net/cms/One.aspx?portalId=125187&pageId=183626>
- School Board policies:
  - <https://www.ocps.net/cms/one.aspx?pageId=90745>

# Article VI. Section I

Need to update

- CTA Contract, Supplement Handbook, Current Memorandums of Understanding links are at the bottom of the web page
- The Evaluation Manual will be linked to this page as well
- [https://www.ocps.net/departments/human\\_resources/labor\\_relations/](https://www.ocps.net/departments/human_resources/labor_relations/)

# Article VII. Section E.1

- Code of Student Conduct 16-17
  - <https://www.ocps.net/cms/one.aspx?pageId=697640>
- Student Referral Form: please request digital access from your principal/work location supervisor

**OC PS** Orange County Public Schools

**Safety/Discipline Referral Form**

Date of Incident: \_\_\_\_\_  
Overall Incident Severity: \_\_\_\_\_  
Incident Number: \_\_\_\_\_

Student Number: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Grade: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Referred By: \_\_\_\_\_  
Location of Incident/Event: \_\_\_\_\_ Person(s) Involved:  Student  Non-Student  Both  Unknown  Multiple Students  
Teacher Information: \_\_\_\_\_  
Brief Description of Incident: \_\_\_\_\_

*Offense(s) (check) corresponds to this referral with DOE Casework*

Offense(s) (check) corresponds to this referral with DOE Casework			DOE SEVERITY
<input type="checkbox"/> 1A Cheating	<input type="checkbox"/> 1H Insubordination	<input type="checkbox"/> 1D Unsubstantiated Bullying (BIA)	Level 1
<input type="checkbox"/> 1B Classroom Disruption	<input type="checkbox"/> 1I Misconduct on Bus	<input type="checkbox"/> 1E Unsubstantiated Sexual Harassment (BIA)	1E1-Sexual Battery
<input type="checkbox"/> 1C Disorderly Conduct	<input type="checkbox"/> 1J Profane/Abusive Language	<input type="checkbox"/> 1F Unsubstantiated Sexual Assault (BIA)	1E2-Abuse
<input type="checkbox"/> 1D Disrespect	<input type="checkbox"/> 1K Cell Phone/Tech Violation	<input type="checkbox"/> 1P Unsubstantiated Harassment (BIA)	1E3-Arson
<input type="checkbox"/> 1E Dress Code	<input type="checkbox"/> 1L Tardiness	<input type="checkbox"/> 1Q Unsubstantiated Harassment (BIA)	Level 2
<input type="checkbox"/> 1F Failure to report to election	<input type="checkbox"/> 1M Unlawful Abs from School/Class	<input type="checkbox"/> 1R Unsubstantiated Sexual Assault (BIA)	1E4-Drug/Alcohol/Intoxication
<input type="checkbox"/> 1G False/Misleading Info	<input type="checkbox"/> 1N Other Misconduct	<input type="checkbox"/> 1S Unsubstantiated Sexual Assault (BIA)	1E5-Felony
<input type="checkbox"/> 1A.1 Best Prep/Viol (Under \$100)	<input type="checkbox"/> 2J Stalking (Under \$10)	<input type="checkbox"/> 2O Harassment (BIA)	1E6-Drinking & Eating
<input type="checkbox"/> 2A Disrespect	<input type="checkbox"/> 2K Unlawful Assembly	<input type="checkbox"/> 2P Unsubstantiated Sexual Assault (BIA)	1E7-Physical Attack
<input type="checkbox"/> 2B Fighting	<input type="checkbox"/> 2L Bullying (BIA) **	<input type="checkbox"/> 2Q Repeated Cell Phone/Tech Violation	1E8-Trespassing
<input type="checkbox"/> 2C Property	<input type="checkbox"/> 2M Unsubstantiated Sexual Assault (BIA)	<input type="checkbox"/> 2R Hazing (BIA) **	1E9-Sexual Assault
<input type="checkbox"/> 2D Gambling (BIA) **	<input type="checkbox"/> 2N Other Serious Misconduct	<input type="checkbox"/> 2S Unsubstantiated Sexual Assault (BIA)	1E10-Weapon Possession
<input type="checkbox"/> 2E Intimidation/Open Def	<input type="checkbox"/> 2O Gang Related	<input type="checkbox"/> 2T Unsubstantiated Sexual Assault (BIA)	
<input type="checkbox"/> 2G Intimidation/Threats			
<input type="checkbox"/> 2H Misconduct on Bus			
<input type="checkbox"/> 2I Repeat Misconduct Serious			

# Article X. Section C.1.e.

- A list of trained observers on-line:
  - <https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=90372>
  - This takes you to a link for Employee Self Service (ESS). Click on the link, sign in and then click on Career and Jobs

Click on Trained Observers



## Article X. Section C.1.h.

- Each teacher shall be notified by email regarding which assessment(s) will be used to measure their student data portion of their Summative Evaluation prior to the end of pre-planning each school year.
- The Assessment Crosswalk shall be updated each year. Please use this link to access the crosswalk:

<https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=117249>

- In addition, this website, <http://ims.ocps.net/RAG/CFEO/Pages/default.aspx>, contains the outlines associated with courses covered by a Common Final Exam. The CFE outlines provide teachers with the essential information needed to prepare their students for a district assessment.



# Evaluation Articles Changes

## General Provisions

- Evaluation Due Dates: When the actual day of evaluation due dates fall on a weekend or non-duty day, the due date shall be the next scheduled duty day
- Definition of a Category 4 teacher: Teachers who taught 80 student days or less between the first student day and May 1
- Category 2A teachers shall have at least one observation (either formal or informal) documented by November 15 and a 2<sup>nd</sup> observation (either formal or informal) by March 1

## Informal Observations

- If a Category 1 or 2B teachers is hired as a temporary contract teacher, only 2 informal observations are required
- Additional informal observations
  - Teachers must request an additional informal observation for the 1<sup>st</sup> semester by December 1
  - Teachers must request an additional informal observation for the 2<sup>nd</sup> semester by April 1

# Evaluation Articles Changes

## Formal Observations

- If a Category 1 or 2B teacher is hired as a temporary contract teacher, only 1 formal observation is required
- The planning conference shall occur one to five days prior to the formal observation
- The reflection conference shall occur one to five days after the formal observation
- Domain 4 observations
  - Category 2A teachers shall receive 1 non-evaluative Domain 4 observation in the 1<sup>st</sup> semester
  - Category 2A teachers shall receive 1 evaluative Domain 4 observation during the 2<sup>nd</sup> semester

## Deliberate Practice

- The highest rating for the targeted element is averaged with the rating for Developing a Written Growth Plan and with Monitoring a Written Growth plan
- Scoring Method to determine the DP score:
  - Innovating = +.4
  - Applying = +.3
  - Developing = +.2
  - Beginning = +.1
  - Not Using = -.1
- The DP plan must be completed with all 3 pieces of evidence documented to avoid an overall Not Using score.

# Evaluation Articles Changes

- Student Learning Growth Cut Score changes in language
  - When a particular assessment does not meet requirements for the calculation of a local student learning growth score, the results for the assessment shall be combined into the overall student learning growth score as Effective. Multiple pieces of student learning growth will be weighted based on the number of students included.
    - What this means is sometimes there are not enough students taking a course to calculate a growth score for teachers. When this happens, we include these student's scores in a teacher's evaluation as 'Effective' and these scores along with other student assessment scores will be weighted to calculate the teacher's score. This helps us make sure that teachers of small courses are not disadvantaged.
- Submitting appeals deadline
  - For Instructional Practice scores: June 15
  - For Student Learning Growth Scores: within 30 days after receiving the Student Learning Growth score

## **Login**

*Follow these steps to login to iObservation.*

- Go to [ocps.effectiveeducators.com](http://ocps.effectiveeducators.com)
- Type in your [personnelnumber@ocps.net](mailto:personnelnumber@ocps.net) as your email address
- Type in your password. The password is not linked to your network password and remains the same password you originally created.
- Click login

## **First Time User**

*Follow these steps to login to iObservation for the first time.*

- Go to [www.effectiveeducators.com](http://www.effectiveeducators.com)
- Click on 'First Time User'.
- Type in your [personnelnumber@ocps.net](mailto:personnelnumber@ocps.net) as your email address.
- Click 'Submit'.
- Follow the directions in the email that is sent to you after completing steps 1-3.
- If you do not see an email in your inbox, please check your junk email.

## **Password Assistance**

*Follow these steps if you are having trouble remembering your password.*

- Go to [www.effectiveeducators.com](http://www.effectiveeducators.com)
- Click on 'Forgot Password'
- Type in your [personnelnumber@ocps.net](mailto:personnelnumber@ocps.net) as your email address
- Click 'Submit'
- An email will be sent to you with directions. Follow these directions to reset your password.

## **Setting Your Profile**

*Follow these steps to set up notifications via email to receive email notification after an observation, when a pre-or post-conference form has been assigned, when your deliberate practice plan has been approved or returned, or when you have been added to a conference or discussion.*

- Login to [www.effectiveeducators.com](http://www.effectiveeducators.com)
- Click on your name, in the upper right corner (beside the drop down arrow)
- Scroll down and select the email notification preferences you desire
- It is highly recommended to select
  - Pre/Post-conference request to be completed
  - Plans approved
  - Plans returned
- Click save

# Teacher Evaluation Quick Guide Resource 2017-18

## Important Dates 2017-2018

**August 28** – First day that observations can be conducted in the iObservation tool.

A coaching observation shall be conducted prior to the first observation (formal and informal) and shall serve as a practice observation. This observation does not count towards evaluation.

**September 11-** Last day for teachers to be identified as Category 2B, that began their assignment on 8/7/17.

**October 9** – All Deliberate Practice plans must be submitted by teachers in iObservation.

**October 17** – Teachers hired on or after this date are temporary contract. Temporary contract teachers only require 1 formal and 2 informal observations. Temporary contract teachers are not required to complete the Deliberate Practice process.

**October 23-** Administrators review Deliberate Practice plans and provide feedback, if needed, via iObservation.

**November 7** – Teachers resubmit Deliberate Practice Plans that required revision, via iObservation.

**November 15** – Category 2A teachers must have an evaluative observation (formal or informal) documented in iObservation by this date.

**November 28-** Administrators rate Element “Developing a Written Growth and Development Plan” of Domain 3 by this date.

**December 1** – Last day for teachers to request an additional informal observation for the first semester.

**December 13** – Teachers hired after this date should be identified as Category 4.

**December 22-** Complete Midpoint evaluations; Category 1 and 2B Teachers should have 2 informal observations and 1 formal observation in Domains 1-4. Category 2A Teachers must have a non-evaluative observation in Domain 4 (Category 2A Teachers do not require a midpoint evaluation).

**March 1** – Category 2A teachers must have a second observation (formal or informal) documented in iObservation by this date.

**April 2** - Teachers must mark all steps for their Deliberate Practice as finished. Last day for teachers to request an additional informal observation. Last day for teachers to request an additional observation for Deliberate Practice.

**April 16** – Administrators evaluate Element “Monitoring Progress Relative to the Professional Growth and Development Plan” of Domain 3 by this date.

**April 30** – Last day for observations to be conducted.

**May 1-** Deliberate Practice Plans are finalized. Complete all Final Evaluations.

<b>Category 1</b>	Teachers who are in their 1st, 2nd or 3rd year of teaching and are new to the profession.	<b>2 formal and 4 informal</b> (1 formal & 2 informal per semester)
<b>Category 2A</b>	Teachers who are in at least their 4th year of teaching.	<b>1 formal and 2 informal</b> (1 formal or informal must be conducted in the first semester)
<b>Category 2B</b>	Experienced teachers who are in at least their 4th year of teaching and are: <ul style="list-style-type: none"> <li>a new hire to OCPs</li> <li>assigned to teach a new subject area or level that is different from their previous assignment</li> <li>assigned to a school with a different population of students from their previous assignment</li> <li>between a 1.5 and 2.3 for their Instructional practice score from the previous year</li> </ul>	<b>2 formal and 4 informal</b> (1 formal & 2 informal per semester)
<b>Category 3</b>	Teachers who have been determined to be less than effective in the classroom either through observable behaviors that may result in an unsatisfactory rating or who fail to achieve gains based upon the final student growth test scores.	<b>3 formal and 7 informal</b> (see teacher evaluation manual for information)
<b>Category 4</b>	Teachers who teach 80 student days or less between the first student day and May 1  These teachers are not required to complete a Deliberate Practice Plan.	N/A
<b>Non-Classroom/ Instructional Support Personnel Form</b>	Audiologists, Behavior Specialists, Diagnosticians, Staffing Specialists, Mental Health Counselors, Psychologists, Social Workers, Testing Coordinators, and ESOL Compliance Teachers <ul style="list-style-type: none"> <li><i>These individuals will be assigned the non-instructional forms in iObservation.</i></li> <li><i>The number of observations depends on the number of years of experience – refer to the above categories for the number of observations.</i></li> </ul>	
<b>Temporary Contract Teachers</b>	Teachers hired between October 17, 2017 and December 12, 2017 only require 2 informal and 1 formal observation. Temporary contract teachers are not required to complete the Deliberate Practice process.	

## **Deliberate Practice**

*Follow these steps to create your Deliberate Practice.*

- Login to [ocps.effectiveeducators.com](https://ocps.effectiveeducators.com)
- Click on the 'Growth' Tab
- Click on 'Plans'
- Click on 'Create New Plan'
- Conduct a self-assessment in Step 1
- Select a target element
- Develop action steps
- Submit the plan for approval

## **How to Conference**

Conferences are **private** online collaborative discussions and can be held between a teacher and observer or peer to peer.

Login to [ocps.effectiveeducators.com](https://ocps.effectiveeducators.com)

- Hover over 'Collaborate'
- Click on 'Create New Conference'
- Type the user's name in the 'Conference with' box
- Click 'Select' to add the user to the conference.
- Type a title for the conference
- Type your first post in the 'First Post' text box
- Click 'Next'

## **How to Discuss**

Discussions are **public** forums used by teams, PLCs, school faculty and district PLCs. Members of discussions can use this forum to discuss common assessments, professional development experiences, best practices, and more.

- Hover over the 'Collaborate' tab
- Click 'Discussions'
- Click 'Create New Discussion'
- Click 'Select' to add individual users or an entire organization of users from the list and click "Add"
- Type a Discussion Title
- Type your first post in the 'First Post' text box
- Click 'Next'

# Helpful Information

- Payroll Calendar for Instructional:
  - <https://intranet.ocps.net/cms/One.aspx?portalId=125187&pageId=127752>
  - Payroll Area 93: 196 Day Teacher
- Insurance Benefits Handbook (14-15 and 15-16. New Plan Year begins Oct. 1, 2015):
  - <https://intranet.ocps.net/cms/One.aspx?portalId=125187&pageId=127807>

# Helpful Information

- Employee Self Service
  - To see paycheck
  - To request leave
  - Search for vacant positions
  - To submit travel & expenses
  - Manage your home address
  - And MORE!
  - <https://sapportal.ocps.net/irj/portal>
    - Enter (SAP) User ID and Password

## Welcome



User ID

Password

Log on

Change / Reset Password

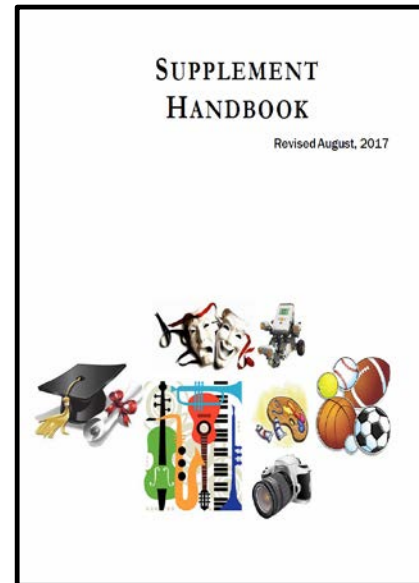
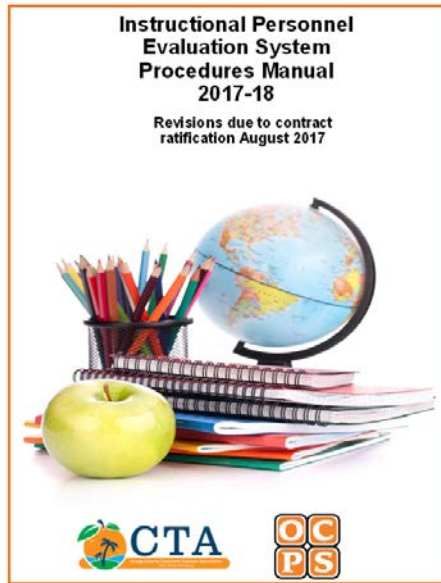
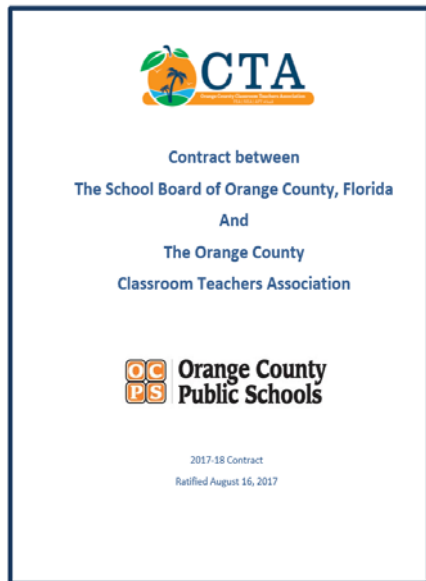
 Orange County Public Schools

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# Labor Relations Website



Please look for these documents under "Ratification Documents" while contract balloting is taking place

Will be updated after ratification