The ransomware attack of November 24, 2020 impacted BCPS’ automated operational systems. This included the teacher evaluation system. All observations that were completed and submitted online to Human Resources during the first semester of the 2020-2021 school year have been lost and the online evaluation system has been rendered inoperative.

As a result, TABCO and the school system have been working collaboratively to define how to move forward for the remainder of the 2020-2021 school year while remaining in compliance with Ed Article §13A.07.09.06.

At this time, the following guidance is provided for the remainder of the first semester. Additional guidance regarding the second semester will be provided at a later date.

* All observations and mid-year evaluations will be completed using paper copies of the *Formal Observation Tool for Remote Instruction* for both summative and formative years using *FRAMEWORK FOR TEACHING INDICATOR RUBRIC for Remote Teaching and Learning*
* One teacher observation for effective tenured teachers may be carried over from the 2019-2020 school year.
* All teachers of record will create and submit two Student Learning Outcomes (SLO) to their administrators for approval. All teachers will complete and submit their SLOs to their administrators for scoring no later than the **NEW DEADLIN**E of Friday, March 19, 2021.
* Observations That Were Completed on Effective Teachers Prior To the Ransomware Attack

 In those cases where the formal observation report cannot be retrieved, principals may, using the observation form, complete a new report by filling in all the required personal information (e.g., name, school of assignment subject etc.) and assigning the earned overall rating only. The following statements may be included in the form’s general comments section for summative and formative year teachers:

 *Summative Year Observation - Due to the November 24, 2020 ransomware attack on BCPS’ online systems, observations that were submitted are irretrievable. Because of this, the original formal observation report that was completed and submitted to Human Resources for this educator on <DATE> has been lost. I attest that I completed the observation, and that the educator received an overall rating of <developing; effective; highly effective>.*

 *Formative Year Observation - Due to the November 24, 2020 ransomware attack on BCPS’ online systems, observations that were submitted are irretrievable.  Because of this, the original formal observation report that was completed and submitted to Human Resources for this educator on <DATE> has been lost.   I attest that I completed the required formative year observation, and that the educator continues to have an overall rating of <effective; highly effective>.*

* Completing Outstanding First Semester Teacher Observations

 Outstanding observations may be scheduled for the remainder of the first semester. All pre- and post-observation conferences must be conducted, and all requisite observations must be completed prior to January 29,2021, the end of the first semester.

* Observations That Were Completed on Ineffective Teachers Prior To Ransomware Attack

 Principals should attempt to retrieve all pertinent documentation and copies of completed observation reports. If this is not possible, every attempt should be made to complete the requisite number of observations for the teacher before the end of the first semester ensuring that observations are reasonably spaced (minimum of 10 duty days).

 Recommendations for the non-renewal of probationary teachers or for the dismissal of tenured summative year 2 teachers cannot be submitted without supporting documentation and the requisite number of completed observations. Similarly, recommendations for the conversion of formative year teachers to a summative year will not be affected without the required documentation.

* Mid-Year Evaluations for Ineffective Non-Tenured (Probationary) Teachers - The non-renewal process for those non-tenured teachers evaluated ineffective at mid-year based on required documentation shall proceed in accordance with the Maryland Education Code, Annotated. Recommendations for non-renewal shall be based on the requisite observations and documentation.

 Ineffective probationary teachers in years 1, 2, or 3 will receive two (2) observations in the second semester. SLOs will be submitted to administrators for scoring no later than Friday, March 19, 2021.

* Mid-Year Evaluations for Developing, Effective and Highly Effective Non-Tenured Teachers

 **NO mid-year evaluations will be required for developing, effective and highly effective non-tenured teachers in their first, second or third summative years**.

* Mid-Year Evaluation for Ineffective Tenured Teachers in Summative Year 2

Ineffective tenured teachers in a second consecutive summative year will receive a mid-year evaluation based on the requisite number of observations and documentation. All mid- year evaluations must be completed for these teachers by January 29, 2021, the end of the first semester. Administrators shall submit their documentation packets to their executive directors.

 Administrators will conduct two (2) observations in the second semester. SLOs will be submitted to administrators for scoring no later than Friday, March 19, 2021.

* Mid-Year Assessments for Ineffective Tenured Teachers in a Regular Summative Year or Formative Year 1 or 2

Ineffective tenured teachers in a regular summative year and ineffective tenured teachers in a formative year receive a mid-year assessment. All mid-year assessments must be completed for these teachers by January 29, 2021, the end of the first semester. Administrators shall submit a request for a PAR tenured teacher review along with their documentation packets to their executive directors.

 A Consulting Teacher (CT) will be assigned to conduct the tenured teacher review and shall submit observation reports to the PAR Panel. Administrators also will conduct two (2) observations in the second semester. SLOs will be submitted to administrators for scoring no later than Friday, March 19, 2021.