

## Peer Review Process

1. Peer review is intended to be a PLC activity and process.
2. In order to provide cohesion of activities within a building, the focus of each PLC team's peer review will be guided by the Building Leadership Team selected from the research-based strategies found on the district's Instructional Walkthrough form.
3. Peer review may be conducted for an individual teacher or for an entire PLC team.
4. Peer review will be based on professional dialogue which is to include, but is not limited to, a classroom observation.
5. The peer review process will be formative and will be focused on assisting each peer group member in achieving the professional development goals of the district, building and/or individual teacher. Peer reviews shall be supportive and collaborative and will be conducted in an informal manner.
6. Each peer group must have a minimum of two teachers, not to exceed five.
7. Peer reviews will occur for all certified staff twice per year and must be completed before April 15.
8. The person or persons who are participating in peer review will complete the attached Peer Review Form after the peer review process is completed. The Peer Review Form will be submitted to a Building Leadership Team member within 7 calendar days after it is completed. The Building Leadership Team will forward the completed Peer Review Forms to the principal for documentation and compliance purposes. The results of the review will not be used in any way by the principal for evaluation purposes.
9. Peer group review shall not be the basis for recommending the teacher participate in an intensive assistance program and shall not be used to determine the compensation, promotion, layoff, or any other determination affecting a teacher's employment status.
10. Prior to implementation, all teachers will receive peer review training from each Building Leadership Team.
11. The TLC Coordinators will facilitate the scheduling and coordination of peer review activities.
12. If a conflict exists between or among members of a peer review group, an attempt will be made to mediate the conflict by the building principal. Based on the results of the mediation, the employee(s) will then decide if it is necessary to join another peer group.