

## **Personnel Evaluations Policy**

The Board of Directors (“Board”) of Hawthorn Leadership School for Girls adopts the following policy, effective on the date of adoption by the Board.

### **SECTION 1. Staff Observations and Evaluations**

**SECTION 1.1.** The Head of School shall be formally evaluated by the Board on at least an annual basis using an evaluation instrument adopted by the Board.

**SECTION 1.2.** Each certified staff member shall be formally observed and evaluated by the Head of School on at least an annual basis using an evaluation instrument.

**SECTION 1.3.** Each classified staff member shall be formally evaluated by the Head of School on at least an annual basis using an evaluation instrument.

**SECTION 1.4.** The Head of School shall provide a copy of the completed evaluation instrument to the employee being evaluated.

**SECTION 1.4.1.** The employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary with the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the employee’s personnel record throughout the duration of employment.

Adopted September 27, 2021