

APPENDIX D

Piner-Olivet Union School District Peer Assistance and Review Support Program

1. Purpose

The Association and the District desire to establish and maintain a program, pursuant to Education Code section 44500 et. seq. to provide assistance to teachers employed by the district who want or are in need of assistance in subject matter knowledge or teaching skills. This program, established in the 2000-2001 school year shall hereinafter be entitled Peer Assistance and Review Support Program.

2. Definitions

2.1 *Participating Teacher*: The two types of Participating Teachers are Referred and Volunteer

2.1.1 *Referred Teacher (RT)* is a unit member who has received an overall “does not meet standards” rating in the current or prior year on the Certificated Evaluation form in the Certificated Contract Article XI. He/she shall be referred to the Joint Committee and required to work with a Consulting Teacher to improve his/her instructional techniques or methodologies and subject matter knowledge.

2.1.2 *Volunteer Teacher (VT)* is any classroom teacher who volunteers to participate in the program for the purpose of obtaining peer assistance from the Consulting Teacher to enhance the quality of instruction in the classroom.

2.2 *Consulting Teacher (CT)* is a teacher who provides assistance to a participating teacher under the PARS Program.

2.3 *Teacher* refers to all certificated employees represented by the Association.

2.4 *Classroom Teacher* is a teacher who regularly teaches in a classroom.

2.5 *Association* is the Piner-Olivet Educators' Association.

2.6 *District* is the Piner-Olivet Union School District.

2.7 *Joint Committee* is the governance panel of PARS.

3. Joint Committee

3.1 The Joint Committee for program oversight shall be established and will be composed of three (3) classroom teachers and two (2) administrators.

3.2 The Association is responsible for holding an election for classroom teachers to serve as Joint Committee members. Efforts will be made to have one K-3 and one 4-6 teacher on the committee. All classroom teachers shall receive ballots. Initially, two (2) classroom teacher panel members shall serve for three (3) years and one shall serve for two (2) years. All subsequent terms shall be for three (3) years.

- 3.3 The Superintendent shall appoint the administrator panel members.
- 3.4 Committee members shall be chosen no later than the first Wednesday of December of an election year.
- 3.5 Committee members will participate in training to understand PARS.
- 3.6 Meeting
 - 3.6.1 The Joint Committee shall establish its own meeting schedule.
 - 3.6.2 All actions of the Committee shall be approved by consensus.
 - 3.6.3 To meet, three fifths (3/5) of the members of the Joint Committee must be present, of which there shall be at least one (1) administrator present.
 - 3.6.4 Such meetings shall generally take place after the regular teacher workday.
 - 3.6.5 If necessary, teachers who are members of the Joint Committee shall be released from their regular duties to attend meetings, without loss of pay or benefits. If, in carrying out their responsibilities as members of the Joint Committee, teacher members find it necessary to work beyond their regular workday/work year they will be compensated according to their pro-rata hourly rate of pay on the certificated salary schedule.
- 3.7 Responsibilities of Joint Committee
 - 3.7.1 Provide training for the Joint Committee members as necessary including legal requirements.
 - 3.7.2 Adopt Rules and Procedures to effect the provisions of this Article. Said Rules and Procedures will be consistent with the provisions of this Agreement, and to the extent there is an inconsistency, the Agreement will prevail.
 - 3.7.3 Select the panel of Consulting Teachers.
 - 3.7.4 Organize and provide for training for Consulting Teachers prior to the Consulting Teachers' participation in the Program.
 - 3.7.5 Send written notification of participation in the PARS Program to the Referred Teacher, the Consulting Teachers, and the site principal.
 - 3.7.6 Make available the Consulting teacher or panel of Consulting Teachers for selection by or matching to the Participating Teacher.
 - 3.7.7 Distribute, at the beginning of each school year, a copy of the adopted Rules and Procedures to all bargaining unit members and administrators.
 - 3.7.8 Establish a procedure for application as Consulting Teachers.
 - 3.7.9 Determine the number of Consulting Teachers in any school year, based upon participation in the PARS, BTSA, and/or Beginning Teacher Programs, the budget available and other relevant considerations.
 - 3.7.10 Review the final report prepared by the Consulting Teachers and make recommendations to the Governing Board regarding the Referred Participating Teachers' progress in the PARS program. (Form F)
 - 3.7.11 The consulting teacher's final report (form E) shall be available for placement in the Referred Participating Teacher's personnel file.
 - 3.7.12 Evaluate annually the impact of the PARS Program in order to improve the Program.

- 3.7.13 All proceedings and materials related to evaluations, reports, and all personnel matters shall be strictly confidential. Such confidential information may be disclosed only to the Joint Committee, Participating Teacher, Consulting Teacher and Principal. Each member of the Joint Committee shall sign a confidentiality statement.
- 3.7.14 Make recommendations to the Director of Student Instruction on staff development needs.
- 3.7.15 Develop the PARS budget and submit as a recommendation to the Governing Board.

4. Consulting Teachers

- 4.1. The minimum qualifications for consulting teacher:
 - 4.1.1 Have/had permanent status as a classroom teacher, and substantial recent experience in classroom instruction.
 - 4.1.2 Have at least five (5) years of classroom experience.
 - 4.1.3 Have demonstrated quality teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies to meet pupil needs in different contexts.
 - 4.1.4 Familiarity with California Standards for the Teaching Profession.
 - 4.1.5 Familiarity with BTSA or similar training is strongly recommended.
- 4.2. Application/Selection Process
 - 4.2.1 Each consulting teacher applicant must submit an application by a date to be determined by Joint Committee.
 - 4.2.2 Members of the Joint Committee (at least (2) two) shall conduct a classroom observation of consulting teacher applicants.
 - 4.2.3 Consulting Teachers shall be selected by a majority vote of the Joint Committee.
 - 4.2.4 All applications and references shall be treated with confidentiality.
- 4.3 Term
 - 4.3.1 The Consulting Teacher shall serve a minimum term of at least one (1) year with an option to serve additional terms.
 - 4.3.2. If at any time the match between the Referred Teacher and the Consulting Teacher is perceived as being unsuccessful for any reason, this match may be revised by the PARS Committee.
- 4.4 Compensation and Release Time
 - 4.4.1 Assigned Consulting Teachers shall be provided release time as needed.
 - 4.4.2 Assigned Consulting Teachers shall continue all rights of bargaining unit members. In addition to the regular salary, a Consulting Teacher shall be compensated at a pro-rata hourly rate based on time spent on duties as a Consulting Teacher.

4.5 Responsibilities

- 4.5.1 Consulting Teachers are expected to provide support services to a participating teacher approximately 1 to 2 hours per week as needed per consulting teacher contract.
- 4.5.2 Consulting Teachers shall assist participating teachers by demonstrating, observing, coaching, conferencing, referring, or by other activities, which, in their professional judgment, will assist the participating teacher.
- 4.5.3 Functions performed shall not constitute either management or supervisory functions.

4.6 Duties

- 4.6.1 A copy of the referral to the Peer Assistance Support Program form (Form A) from Article XI shall be given to the Consulting Teacher to use in designing the PARS Action Plan with the Referred Participating Teacher.
- 4.6.2 The Consulting Teacher shall meet with the Participating Teacher to discuss the PARS Program, to establish mutually agreed upon performance goals, develop the PARS Action Plan (Form B), and develop a process for determining successful completion of the PARS Program based on adherence to the timeline and process for referred teachers.
- 4.6.3 The Consulting Teacher shall conduct multiple observations of the Participating Teacher during classroom instruction, and shall have both pre-observation and post-observation conferences.
- 4.6.4 The Consulting Teacher shall monitor the progress of the Referred Participating Teacher and shall provide periodic written reports to the Referred Participating Teacher for discussion and review. These reports shall contain a record of the events and observations which have occurred between Consulting Teacher and Referred Participating Teacher and shall not be evaluative.
- 4.6.5 The Consulting Teacher shall continue to provide assistance to the Referred Participating Teacher until it is concluded he/she has satisfactorily met the agreed upon performance goals, or that further assistance will not be productive. A copy of the Consulting Teacher's report shall be submitted to and discussed with the Referred Participating Teacher to receive his or her input and signature before it is submitted to the Joint Committee. The Referred Participating Teacher's signing of the report does not necessarily mean agreement, but rather that he or she has received a copy of the report. The Consulting Teacher shall submit a final report to the Joint Committee by a date established by the Joint Committee.

5. Method of Participation for PARS

The order of priority for participation is as follows:

- 5.1 Permanent teachers who are referred to the program
- 5.2 Permanent teachers who volunteer to participate
- 5.3 Non-permanent teachers who volunteer to participate

6. Referred Participating Teacher

- 6.1 The Referred Participating Teacher shall have the right to:
 - 6.1.1 Select his or her Consulting Teacher from the panel provided by the Joint Committee.
 - 6.1.2 Be represented throughout the PARS process by an Association representative of his/her choice.
 - 6.1.3 Multiple PARS Consulting Teacher observations during classroom instruction.
 - 6.1.4 Reasonable training and other support as needed to assist improvement in teaching skills and knowledge.
 - 6.1.5 Performance goals for Referred Participating teachers in writing, clearly stated, aligned with pupil learning and consistent with Education Code section 44662 (Stull Bill provision).
 - 6.1.6 Submit a written response within twenty (20) days and have it attached to any report by the Consulting Teacher and/or the Joint Committee.
 - 6.1.7 Request a meeting with the Joint Committee with the right to have representation.

7. Volunteer Participating Teacher

- 7.1 The Joint Committee shall determine the number of Volunteer Participating Teachers admitted into the program each year
- 7.2 The Volunteer Participating Teacher may terminate his/her participation in the PARS program at any time.
- 7.3 All communications between the Consulting Teacher and the Volunteer Participating Teacher shall be confidential and, without the written consent of the Volunteer Participating Teacher, shall not be shared with others, including the site administrator/evaluator or the Joint Committee.
- 7.4 The Volunteer Teacher shall be provided observations, training, and other support as needed from the Consulting Teacher to improve his/her teaching skills and knowledge.

8. Program Budget

- 8.1 The total annual expenses of the program in the Article shall not exceed the District's revenue for that year for the PARS program.
- 8.2 Revenues for this program shall be used for PARS, Beginning Teacher, and/or professional development.

9. Miscellaneous

9.1 Confidentiality

Documents generated by Consulting Teacher and Joint Committee Members regarding specific Participating Teachers as part of the assistance process set forth in this Agreement shall be deemed personnel records and shall remain confidential to the extent required by law.

9.2 Indemnification

9.2.1 The District shall defend and hold harmless individual Joint Committee members and Consulting Teachers from any lawsuit or claim arising out of the performance of their duties under this Program as provided by the California Government Tort Claims Act.

9.2.2 Joint Committee is responsible for all complaints.

10. Summary

10.1 The program should be designed so that participants shall expect and are strongly encouraged to have a cooperative relationship between the Consulting Teacher and the principal/evaluator with respect to the process of PARS. The principal/evaluator shall retain the responsibilities for evaluation pursuant to Article XI of this contract.

10.2 The Association and the District shall jointly monitor the development and implementation of this program.

10.3 This article shall be in compliance with the Education Code requirements regarding Peer Assistance and Review. Based upon legislative modification or deletion of the PARS program, the Association and the District agree to negotiate the effects of these actions.

**Peer Assistance and Review Support (PARS)
Timeline and Process for Referred Teachers
Revised by PARS Joint Committee March, 2008**

1. The Site Administrator evaluates. A unit member who receives a “Does Not Meet Standards” in two or more elements in the same Standard, 1-5, or “Does Not Meet Standards” on six or more elements across Standards 1-5, shall receive an overall “ Does Not Meet Standards” on their evaluation as based on the Certificated Evaluation Form in the Certificated Contract, Article XI is referred to the PARS Program. In addition, the Assistance Plan is completed an attached to the Final Evaluation Report.
2. The Site Administrator completes Form A (Referral to the PARS Program) upon completion of the evaluation and provides a list of the current consulting teachers to the referred teacher. The Site Administrator also gives a copy of the Participating Teacher Rights (Section 7 of the PARS Program) to the Referred Teacher.
3. The Referred Teacher selects his/her consulting teacher and indicates his/her selection on Form A. This form is returned to the Site Administrator within 10 working days. The Site Administrator distributes the signed original to the Referred Teacher and copies to the PARS Joint Committee, the Consulting Teacher and the Site Administrator.
4. Within 20 working days of the above meeting, the Referred Teacher and Consulting Teacher meet and develop an Action Plan (Form B). The Action Plan is submitted to the Joint Committee. The Joint Committee has the option to accept or modify the Action Plan. The Consulting Teacher distributes final copies to the Site Administrator, the Joint Committee, the Referred Teacher, and the Consulting Teacher.
5. If the Action Plan is amended, the Consulting Teacher and the Referred Teacher must submit Form B-1 to the Joint Committee within 10 working days.
6. The Consulting Teacher supports the Referred Teacher in implementing the Action Plan, which may include: multiple observations, consultations, staff development activities, and a monitoring component. (Optional Form D may be used.) Independent of this support plan the Site Administrator continues the formal evaluation process.
7. The Consulting Teacher submits a report to the PARS Joint Committee every two months (Form C).
8. The Consulting Teacher submits a report to the PARS Joint Committee (Form E) no later than May 1st.
9. After receiving Form E, the Joint Committee completes the bottom section of Form B and makes it available for placement in the Referred Participating Teacher’s personnel file.
10. The Joint Committee submits a year-end report concerning the PARS Program (Form F) to the Governing Board by the first Governing Board meeting in June.

DEFINITIONS

PAR Program – Peer Assistance and Review Program established by the state.

PARS Program – Peer Assistance and Review Support Program, which is the district’s implementation of the state PAR Program. The agreement between the Piner-Olivet Educator’s Association and the District outlines the roles and procedures.

Assistance Plan – A plan developed to assist a unit member who does not meet standards during the evaluation process established by the Certificated Contract, Article XI. The Assistance Plan is developed by the unit member and the Site Administrator.

Action Plan - Form B of the PARS Program. It is a support plan of goals, agreements, and actions developed by the Referred Teacher and the Consulting Teacher.

Referred Teacher – A unit member who has received a “does not meet standards” rating in the current or prior year on designated sections of the Certificated Evaluation Form in the Certificated Contract, Article XI.

Volunteer Teacher – Any classroom teacher who volunteers to participate in the program for the purpose of obtaining peer assistance from a Consulting Teacher to enhance the quality of instruction in the classroom.

Participating Teacher – Any teacher who participates in the PARS Program, referred or voluntary.

Consulting Teacher – A teacher who provides assistance to a Participating Teacher under the PARS Program.

Joint Committee – The governance panel of PARS made up of three classroom teachers and two administrators.

Teacher Rights – The rights that a Participating Teacher has as spelled out in Section 7 of the Peer Assistance and Review Support Program Agreement between the Association and the District.

Form A – *Referral to the PARS Program* completed by the Site Administrator and the Referred Teacher.

Form B – *PARS Action Plan* completed by the Referred Teacher and the Consulting Teacher and submitted to the Joint Committee. At the end of the process it is completed by the Joint Committee and made available for placement in the Referred Teacher’s personnel file.

Form B-1 – *Amended PARS Action Plan*

Form C – *The Consulting Teacher’s report to the Joint Committee.* It is submitted every two months.

Piner-Olivet Union School District Certificated Evaluation ASSISTANCE PLAN

Employee's Name _____ Date _____

A. Check standards of performance that do not meet standards per evaluation(s) dated _____

- _____ 1. Engaging and Supporting All Students in Learning
- _____ 2. Creating and Maintaining an Effective Environment for Learning
- _____ 3. Understanding and Organizing Subject Matter Knowledge
- _____ 4. Planning, Designing and Delivering Learning Experiences for All Students
- _____ 5. Assessing Student Learning
- _____ 6. Developing as a Professional Educator

B. After conferencing, the Evaluator and Evaluatee have agreed to the following support strategies: (List specific elements and strategies with target dates for completion.)

C. Date of next evaluation _____

SIGNATURES:

(Evaluator) (date)

I certify that this assistance plan has been discussed with me. I understand my signature does not necessarily indicate agreement.

(Evaluatee) (date)

The Evaluatee may append any comments to this observation summary. **FORM A**

Referral To The Peer Assistance Review and Support (PARS) Program

Name of Referred Teacher: _____

Site Administrator: _____

The above named teacher is being referred because of receiving a "does not meet standards" rating in the following area(s):

- _____ 1. Engaging and Supporting All Students in Learning
- _____ 2. Creating and Maintaining an Effective Environment for Learning
- _____ 3. Understanding and Organizing Subject Matter Knowledge
- _____ 4. Planning, Designing and Delivering Learning Experiences for All Students
- _____ 5. Assessing Student Learning
- _____ 6. Developing as a Professional Educator

I have read "*Participating Teacher Rights*"- Section 7 – of the POUUSD PARS Program **Listed on the back of this form.**

I have chosen the following Consulting Teacher _____.

Signature of Site Administrator

Date

Signature of Referred Teacher

Date

Original to Referred Teacher

Copies to:

- PARS Joint Committee
- Consulting Teacher
- Site Administrator

Form A1

PARS Program Participating Teacher Rights

The Referred Participating Teacher shall have the right to:

- ✓ Select his or her Consulting Teacher from the panel provided by the Joint Committee when possible and appropriate. A different Consulting Teacher may be selected to pool work with the Participating Teacher at any time during the process when requested to do so by the Participating Teacher or the Consulting Teacher.
- ✓ Be represented throughout the PARS process by an Association representative of his/her choice.
- ✓ Multiple PARS Consulting Teacher observations during classroom instruction.
- ✓ Reasonable training and other support as needed to assist improvement in teaching skills and knowledge.
- ✓ Performance goals for referred Participating teachers in writing, clearly stated, aligned with pupil learning and consistent with Education Code Section 44662 (Stull Bill provision).
- ✓ Submit a written response within twenty (20) days and have it attached to any report by the Consulting Teacher and/or the Joint Committee.
- ✓ Request a meeting with the Joint Committee with the right to have representation.

Original to Referred Teacher

Copies to:

- PARS Joint Committee
- Consulting Teacher
- Site Administrator

Form A1 (cont.)

PARS Action Plan

To be completed and submitted to the PARS Joint Committee within 20 working days of the meeting between the Referred Teacher, Consulting Teacher, and Site Administrator.

Referred Teacher _____ Consulting Teacher _____
Date _____

Goals for Meeting Standard _____:	
Agreements	Actions
Resources Needed	
Timeline, including anticipated completion	

(To be completed by PARS Joint Committee after receiving Form E)

The Referred Teacher:

- Has successfully completed this plan.
- Needs more time to successfully complete this plan.
- Has not successfully completed this plan.

Signature of PARS Joint Committee Chairperson

Date

Copy to:

- Referred Teacher
- Consulting Teacher
- PARS Joint Committee
- Site Administrator
- Referred Teacher File

Form B

Amended PARS Action Plan

To be completed and submitted to the PARS Joint Committee within 10 working days of amending your Action Plan.

Referred Teacher _____ Consulting Teacher _____
 Date _____

Goals for Meeting Standard _____:	
Agreements Added or Deleted	Actions Added or Deleted
Reasons for Amendment	Reasons for Amendment
Additional Resources Needed	
Timeline Changes, including anticipated completion.	

(To be completed by PARS Joint Committee after receiving Form E)

The Referred Teacher:

- Has successfully completed this amended plan.
- Needs more time to successfully complete this amended plan.
- Has not successfully completed this amended plan.

 Signature of PARS Joint Committee Chairperson

 Date

Copy to:

- Referred Teacher Consulting Teacher PARS Joint Committee Site Administrator Referred Teacher File

Form B-1

Consulting Teacher's Report to PARS Joint Committee

Referred Teacher: _____

Consulting Teacher: _____

* To be submitted to the PARS Joint Committee every two months.

Goals for Meeting Standard ____:

Date	Hours Spent	Topic/Activity

Referred Participating Teacher Signature: _____ Date: _____

Consulting Teacher Signature: _____ Date: _____

Copy to:

- Referred Teacher
 Consulting Teacher
 PARS Joint Committee
 Site Administrator

Page ____ of ____

Form C

<h2>Peer Assistance Data Form - Optional</h2>

Participating Teacher: _____

Consulting Teacher: _____

Goals for Meeting Standard ____:

Date:	Time Spent:
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Specific Activity:

Activity Notes:

* For Personal use of consulting and participating teachers. Not to be submitted to the PARS Joint Committee.

Make as many copies as needed for various activities.

Optional Form D

Consulting Teacher's Final Report To the PARS Joint Committee

Final Report for School
Year: _____

Referred Teacher: _____

Consulting Teacher: _____

We have completed the following:

- A meeting was held between the Site Administrator, Referred Teacher and Consulting Teacher.
- An Action Plan (Form B) was filled out and submitted to the PARS Joint Committee
- Consulting Teacher's Report to the PARS Joint Committee (Form C) was submitted to the PARS Joint Committee every 2 months.

Check one of the Following:

- The Action Plan has been completed.
- The Action Plan is still being completed.
The estimated date of completion is _____.
- The Action Plan has not been successfully completed.

Referred Teacher Signature: _____ Date: _____

Consulting Teacher Signature: _____ Date: _____

Σ *The referred Teacher's Signature does not necessarily indicate agreement with this report. A written response by the Referred Teacher may be submitted within 20 days.*

To be submitted no later than May 1st

Copy to:
 Consulting Teacher Referred Teacher PARS Joint Committee Site Administrator Personnel File

Form E

**Report to the Governing Board
from the PARS Joint Committee**

Date: _____

To: *POUSD Governing Board*

RE: *Year-End Report to the Board of Education for School
Year _____*

There were # _____ voluntary participants in the PARS Program.

There were # _____ referrals for participation in the PARS Program.

_____ Referred Teacher(s) successfully completed the PARS Program.

_____ Referred Teacher(s) have been recommended to continue.

It has been indicated through the PARS Process that the following participant(s) has(have) not demonstrated satisfactory improvement:

Respectfully submitted by the PARS Joint Committee.

PARS Joint Committee
Chairperson

PARS Joint Committee
Member

PARS Joint Committee Member

PARS Joint Committee
Member

PARS Joint Committee
Member

Copy to: PARS Joint Committee Governing Board

Form F

Peer Assistance Review and Support Timeline and Process for Volunteer Teachers

1. Teachers will be given information regarding services available from the PARS program prior to the start of school.
2. A teacher who would like assistance in any area of teaching (e.g. classroom management, curriculum, further training in a subject or process, etc.) fills out an application (Form V-1) to participate in the PARS process and selects a Consulting Teacher. This application must be submitted to the PARS Joint Committee by September 30th.
3. The Joint Committee reviews the application and accepts or denies it by October 30th.
4. The Volunteer Teacher and the Consulting Teacher meet and develop an Action Plan (Form V-2) within 20 working days of the notification of the acceptance of the application. The Consulting Teacher distributes copies to the Volunteer Teacher, the Consulting Teacher, and the PARS Joint Committee. The Joint Committee has the option to accept, deny, or modify the Action Plan.
5. The Consulting Teacher supports the Volunteer Teacher in implementing the Action Plan, which may include: multiple observations, consultations, staff development activities, and a monitoring component.
6. The Consulting Teacher submits a report to the PARS Joint Committee every two months (Form V-3). An amended Action Plan may be submitted at the same time (Form V-2A).
7. The Consulting Teacher submits the last Form V-3 as well as a final report to the PARS Joint Committee (Form V-4) no later than May 1st.
8. The Joint Committee submits a year-end report concerning the PARS Program (Form F) to the Governing Board by the second Governing Meeting in June.

Application to Participate as a Volunteer Teacher in the PARS Program

Name _____ Date _____

The PARS Program may include the following:

- Working with Consulting Teachers
- Multiple Observations
- Staff Development Activities
- Other Professional Activities

1. What is your purpose in obtaining peer assistance from a Consulting Teacher? Please be specific and to the point.

2. How does your purpose relate to District Success Indicators or Standards for the Teaching Profession including

Submit to the PARS Joint Committee by September 30th

Form V-1

<h1>PARS Acceptance Form Volunteer Teacher</h1>

Dear _____,

You have been accepted into the Peer Assistance Review and Support (PARS) Program for the school year _____-_____. Your Consulting Teacher is _____. Please meet with your Consulting Teacher to develop your Action Plan, which needs to be submitted within 20 working days. The Joint Committee has approved a budget not to exceed \$_____.

We are pleased that you have chosen to participate in the PARS Program. We wish you success in reaching your goals.

Sincerely,

The PARS Joint Committee

Signature of PARS Joint Committee Chairperson _____ Date _____

Attach Volunteer Action Plan Form and Process for Volunteer Teachers.

Copy to:

- PARS Joint Committee
- Consulting Teacher

FORM V-1-A

Volunteer PARS Action Plan

Volunteer Teacher _____
Consulting Teacher _____

Date _____

Planned Outcomes	
Agreements	Actions
Reasons Needed	
Timeline, including anticipated completion	

(To be completed by PARS Joint Committee)

The Volunteer Teacher:

- Has successfully completed this plan.**
- Needs more time to successfully complete this plan.**
- Has elected not to continue. (You may list reasons on back)**

Signature of PARS Joint Committee Chairperson

Date

Copy to: Volunteer Teacher Consulting Teacher

PARS Joint Committee

Form V-2

Volunteer Amended PARS Action Plan

To be completed and submitted to the PARS Joint Committee within 10 working days of amending your Volunteer Action Plan.

Volunteer Teacher _____

Consulting Teacher _____

Date _____

Planned Outcomes	
Agreements Added or Deleted	Actions Added or Deleted
Reasons for Amendment	Reasons for Amendment
Additional Resources Needed	
Timeline Changes, including anticipated completion	

(To be completed by PARS Joint Committee)

The Volunteer Teacher:

- Has successfully completed this amended plan.
- Needs more time to successfully complete this amended plan.
- Has elected not to continue. (You may list reasons on back)

Signature of PARS Joint Committee Chairperson

Date

Copy to: Volunteer Teacher Consulting Teacher PARS Joint Committee

Form V-2-A

**Consulting Teacher's Report to PARS Joint
Committee
Regarding Volunteer Teachers**

Volunteer
Teacher: _____

Consulting
Teacher: _____

Σ To be submitted to the PARS Joint Committee every two months and upon completion of participation in the Program.

Planned Outcomes

Date	Hours Spent	Topic/Activity

Volunteer Teacher
Signature: _____ Date: _____

Consulting Teacher
Signature: _____ Date: _____

Copy to: Volunteer Teacher Consulting Teacher PARS Joint Committee

**Consulting Teacher's Final Report
To the PARS Joint Committee**

Final Report for School Year: _____

Volunteer Teacher: _____

Consulting Teacher: _____

We have completed the following:

- A meeting was held between the Volunteer Teacher and Consulting Teacher.
- An Action Plan (Form V-2) was filled out and submitted to the PARS Joint Committee
- Consulting Teacher's Report to the PARS Joint Committee (Form V-3) was submitted to the PARS Joint Committee every 2 months.

Check one of the Following:

- The Action Plan has been completed.
- The Action Plan is still being completed.
The estimated date of completion is _____.
- The Volunteer Teacher elected not to continue.

Volunteer Teacher Signature: _____ Date: _____

Consulting Teacher Signature: _____ Date: _____

To be submitted no later than May 1st

Copy to: Volunteer Teacher Consulting Teacher PARS Joint Committee

Form V-4