School District Name:

School District LE:

Date Completed:

Administrative Rules of Montana **(ARM) 10.55.701(4)**

***Retain completed alignment form for your records; OPI suggests the district include the district principal appraisal protocol.***

**Board of Public Education** [**ARM 10.55.701 (4)**](http://www.mtrules.org/gateway/RuleNo.asp?RN=10%2E55%2E701) ***The local board of trustees shall have written policies and procedures for regular and periodic evaluation of all regularly employed personnel. The individual evaluated shall have access to a copy of the evaluation instrument, the opportunity to respond in writing to the completed evaluation, and access to his or her files. Personnel files shall be confidential.***

**Related BPE Administrative Rules of Montana** [**(ARM) 10.55.703**](http://www.mtrules.org/gateway/RuleNo.asp?RN=10%2E55%2E703) ***Licensure and Duties of School Principal***

ARM 10.55.701 (4)(a)The evaluation system *for principals* used by a school district for licensed staff shall, at minimum:

(4)(a)(i) be conducted on at least an annual basis with regard to nontenure staff and according to a regular schedule adopted by the district for all tenure staff;

*Describe:*

(4)(a)*(*ii) be aligned with applicable district goals, standards of the Board of Public Education, and the district mentorship and induction program required under ARM 10.55.701(5)(b);

*Describe:*

(4)(a)(iii) identify what skill sets are to be evaluated;

*Describe:*

(4)(a)(iv) include both formative and summative elements; and

*Describe:*

(4)(a)(v) include an assessment of the educator’s effectiveness in supporting every student in meeting rigorous learning goals through the performance of the educator’s duties.

*Describe:*