



Evidence Binder: Where does it go?

Remember-

- *Many categories overlap*
- *Everything may be Narrative or actual copies of items*

4A

Reflecting on Teaching/Post Observation Form

4B

Instructional

Homework Log

Report Card

5 Week Reports

STAR or Testing Reports

Running Records

Non-Instructional

(How you keep track of all of these)

Book logs

Attendance

Behavior Logs

Book Orders

Field Trip Permission Slips

Return of Report Card Envelopes

Text Book #s

Internet Permission Slips

Data Forms

Dismissal Plans

Any loaned Equipment

Calculators

4C

Opening Letter

Course Outlines

Open House Info.

Parent/Teacher Conf. Info.

Newsletters

Field Trip Permission Slips

Letters on Guest Speakers

Web-site information

Academic emails

Phone call logs

Signed tests

Chaperone invitations

Parent Volunteers in Classes

Press Releases

4D

Part 1:

Professional Study Group

Lunch Group

Mentoring

Assisting w/ Testing

Dept. Meetings

Sharing Resources

Faculty Meetings

Part 2:

Professional Study Group

Turn Key Trainers

Computer Help/Assistance

Part 3:

Roadside Clean up

Community Dinner

Zumba Class fro Cancer

Committee Service

Jeans on Friday Donation

BOE Attendance

Chaperoning

Attending Student Events

Awards/Grad Attendance

Part 4:

STAR Assessments

SLO Writing

All APPR tasks

Committees

Advisorships/Clubs

Operation Santa Claus

4E

Part 1:

Receptivity to feedback
Colleague Consultations (Anything to do with school life)
Faculty/Dept. Meetings

Part 2:

Union Service
Any Professional Organization

Part 3:

Conferences and Workshops
Professional Magazines/books read
Faculty Mtngs.

4F

Part 1:

Being on time (work and class)
Overall attendance
Use of personal time
Professional dress
Volunteering
Cell phone use (no)
Use of school

Part 2:

Support Room
Test Prep Classes
Early Arrival for students
Chaperoning dances
Advisorships
Summer School
Tutoring

Part 3:

IST referrals
Sp. Ed. Referrals
Brainstorming with colleagues on kids
Wearing school colors to stop bullying
Student of the Month
Operation Santa Claus

Part 4:

Anecdotal-things you do with your team/dept.

Part 5:

(Overlaps w/1)
Manning door
Being in room when kids arrive
Right to Know
Dignity for all Students