**Evansville Teachers Association**

**Peer2Peer Program**

The Evansville Teachers Association is sponsoring a Peer2Peer program for the members of the ETA. Teachers may visit and observe another ETA teacher to learn how they conduct the classroom or implement a strategy.

**Options for use of Peer2Peer day:**

* + One teacher may visit another ETA teacher’s classroom for an entire day– both ETA teachers must agree to the visit.
  + One ETA teacher may visit two other ETA teachers’ classrooms over the course of one full day – all three teachers must agree to the visit.
  + Two ETA teachers may visit each other’s classrooms over the course of one full day - both teachers must agree, and the substitute must have enough time to travel to the other school (if the classrooms are in different buildings).

**Procedure/Guidelines for obtaining a Peer2Peer Day:**

1. All teachers participating in the Peer2Peer Program must be members of the Evansville Teachers Association – this includes the observing teacher and the teacher being observed.
2. A teacher may only request 1 Peer2Peer day per school year.
3. ETA teachers requesting a day must complete and sign the Peer2Peer Observation Request Form.
4. The teacher being observed and both principals (if classrooms are in different buildings) must also sign the Peer2Peer Observation Request Form.
5. The completed Peer2Peer Observation Request Form must be submitted to the ETA office at least **14 calendar days** prior to the observation.
6. Teacher requesting day must secure a sub for the day via the EVSC substitute system. Reason for absence: ETA-Association Leave (#25). If substitute does not show up, the Peer2Peer observation **must** be rescheduled for another day.
7. ETA teachers who are granted a Peer2Peer day must submit a reflective piece to ETA Office within **14 calendar days** following observation.
   1. Minimum of 300 words
   2. Describes teaching methods or activities observed that were beneficial to the teacher
   3. Describes how the observed methods or activities are or will be incorporated into the teacher’s practice
8. Peer2Peer observations and reflections will not be shared with administrators or used as part of the teacher evaluation process.

**Evansville Teachers Association**

**Peer2Peer Observation Request Form**

**ETA Teacher name:** Click here to enter text.

**School:** Click here to enter text.

**Content area and grade level(s):** Click here to enter text.

**Requested observation date:** Click here to enter text.

**Time of visit:** Click here to enter text.

**Sub Required: YES NO**

**ETA Teacher you will be observing:** Click here to enter text.

**School:** Click here to enter text.

**Content area and grade level(s):** Click here to enter text.

**Purpose of observation:** Click here to enter text.

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Signature of Observing Teacher Signature of Teacher to be Observed

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Signature of Principal (Observing Teacher) Signature of Principal (Teacher to be Observed)

*Any ETA teacher wishing to do a peer observation must complete and submit this form at* ***least 14 calendar days*** *in advance of observation. If a substitute does not show up on the day of the observation, the teachers doing peer observations* ***must reschedule*** *for another time. This information is not to be used as an evaluative measure for school administration.*

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SOURCE OF SUB PAY: Evansville Teachers Association

APPROVAL OF SUBSTITUTE DAYS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Rust, ETA President