SAO Decision Tree 2022-2023

Overall Student Attendance	
IF	**THEN**
Semester course (1st or 2nd semester SAOs only): 10 or more absences	Student can be removed from SAO target group at the end of the semester if the target was not met.
Full year course (yearlong SAOs): 20 or more absences	Student can be removed from SAO target group at the end of the year if the target was not met.
ALL students were removed from the SAO due to 20+ absences or withdrawals in a *year-long* course	Once the teacher removes ALL students from the SAO and has the removals approved by the supervisor during the summative review, the SAO rating will result in an effective rating.
ALL students were removed from the SAO due to 10+ absences or withdrawals in a *semester* course	Once the teacher removes ALL students from the SAO and has the removals approved by the supervisor during the summative review, the SAO rating will result in an effective rating.

Note: The teacher may choose to keep a student with excessive absences on the SAO if the student met the target. When at least one student remains on the SAO, the SAO will be rated according to the SAO summative rating rubric.

Attendance for Elementary Special Area Courses Only (*courses scheduled to students once a week*)	
IF	**THEN**
Semester course – **Elementary Special Area Courses Only** (Music, Art, etc. – *those seeing students once a week*) Student has 5 or more absences from the specials class for a **semester course**	Student can be removed from SAO target group if the target was not met. The student will not be accounted for in the overall SAO student count. Teacher may choose to leave student on the SAO if the Target was met.
Full year course/ Full year SAO – **Elementary Special Area Courses Only** (Music, Art, etc. – *those seeing students once a week*) Student has 10 or more absences from the specials class for a **yearlong course**	Student can be removed from SAO target group if target was not met. The student will not be accounted for in the overall SAO student count. Teacher may choose to leave student on the SAO if the Target was met.

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Student Attendance for BLOCK CLASSES	
IF	**THEN**
A student is absent in a block class in which students typically spend 90 minutes or double the traditional class time with a teacher in a single day and usually have the class every other day instead of daily	One block day absence may be considered as two traditional absences.

Mid-Year Review Student Attendance Rules for *Year-Long* Courses	
IF	**THEN**
Student(s) has entered the class between the approval of the SAO and the last day of the 1st semester (December 16, 2022)	Student(s) must be added and included by the teacher in the Targets.
Student(s) has withdrawn from the class since the approval of the SAO	Student(s) must be removed from the Targets by the teacher & a rationale provided.
Student(s) has 10 - 19 absences	Student(s) must be reviewed closely, and adjustments made to the Targets *if necessary* & a rationale provided. Student(s) in a year-long course cannot be removed for less than 20 absences at the mid-year review.
Student(s) has 20 or more absences	Student(s) can be removed & a rationale provided. Student(s) cannot be added back on to the SAO at the summative review should they meet their Target. Teachers may choose to leave student(s) on the SAO at this time and remove them at the summative review if the Target is not met.

Mid-Semester Review Student Attendance Rules for SEMESTER Courses	
IF	**THEN**
Student(s) has entered the class after the approval of the SAO	Student(s) will not be added or included in the Targets.
Student(s) has 10 or more absences	Student(s) must be reviewed closely and adjustments made to the Targets if necessary & a rationale provided; the student can be removed at the end of the semester review if Target is not met. The attendance rules process is not applied mid-year for semester SAOs.

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End of Year Review Student Attendance Rules for *Year-Long* Courses	
IF	**THEN**
Year-Long course: 20 or more absences	Student can be removed from SAO target group if the target was not met. The student will not be accounted for in the overall SAO student count. Teacher may choose to leave student(s) on the SAO if the Target was met.
Student(s) has entered the class since the mid-year review of the SAO	Student(s) will not be added to the SAO targets.

End of Semester Review Student Attendance Rules for SEMESTER Courses	
IF	**THEN**
Semester course: 10 or more absences	Student can be removed from SAO target group if the target was not met; student will not be accounted for in the overall SAO student count. Teacher may choose to leave student(s) on the SAO if the Target was met.
Student(s) has entered the class since the approval of the SAO	Student(s) will not be added to the SAO targets.

Teacher on Formal Leave – (i.e. FMLA, LOA)	
IF	**THEN**
Teacher(s) creates a SAO and it is fully approved during the initial review window, and the teacher goes on leave, and the teacher returns by the mid-year review of the SAO	The individual student Targets should be adjusted accordingly during the mid-year review and the SAO continued during the second semester of the school year.
Teacher(s) creates a SAO and it is fully approved during the initial review window, and the teacher goes on leave, and the teacher does NOT return by the mid-year review of the SAO	The teacher will not continue the SAO and the SAO will not be evaluated. The administrator must discontinue and resolve the SAO in Journey. The student learning component of the evaluation will result in an effective rating.
Teacher(s) of a year-long course returns from leave on or before September 6, 2022	The teacher will create a SAO following the original timeline.

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Teacher(s) of a year-long course returns from leave after September 6, 2022, and by January 4, 2023	Journey doesn't have the capability to identify when a teacher takes or returns from leave, so administrators must monitor these changes and act in Journey. For the identified teacher, the administrator will have to select the 'Create SAO Window' button and provide a rationale. The teacher must create a SAO following the Second Semester timelines. No teacher action is required until the January second semester SAO window.
Teacher(s) of a year-long course returns from leave after January 4, 2022	The teacher will not create or implement a SAO this school year; The administrator must resolve the missing SAO in Journey. The student learning component of the evaluation will result in an effective rating.
Teacher(s) is on leave during the entire end-of-year SAO evaluation window	The administrator must discontinue the SAO in Journey. The student learning data rating will result in an effective rating.

Teacher Course, Content, Grade Level Change	
IF	**THEN**
Course, content, or grade level change is made August 3 - September 6, 2022	The teacher will create a SAO following the original timeline.
Course, content, or grade level change is made after September 6 and by January 4, 2023	Journey doesn't have the capability to identify when these changes are made, so administrators must monitor these changes and act in Journey. If an SAO is not already created and approved, use the special actions feature to create a spring SAO window for employee at the time of the change. If an SAO is already created and approved, use the special actions feature to discontinue it and then to create a spring window at the time of the change.
Course, content, or grade level change is made after January 4, 2023	The teacher will not create or implement a SAO this school year. The administrator must discontinue and resolve the SAO in Journey *at the time of the course, content, or grade level change*. The student learning component of the evaluation will result in an effective rating.

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Teacher was eligible for a VAM rating during the initial SAO/VAM selection window and selected VAM. The teacher had a course change after the deadline to complete a SAO for the second semester. The teacher's students did not match for Survey 2 and Survey 3. The teacher did not receive a VAM rating and was not notified by the district that they may be ineligible for VAM.	The teacher's student learning component of the evaluation will result in an effective rating.

New Teacher Hires	
IF	**THEN**
Teacher(s) of a year-long course is hired August 3 - September 6, 2022	The teacher will create a SAO following the original timeline.
Teacher(s) of a year-long course is hired after September 6, 2022, and by January 4, 2023	The teacher must create a SAO following the Second Semester timelines.
Teacher(s) of a year-long course is hired after January 4, 2023	The teacher will not create or implement a SAO this school year. The administrator must resolve the missing SAO in Journey. The student learning component of the evaluation will result in an effective rating.
Teacher(s) of only semester courses is hired after August 24, 2022	Teacher(s) will create a second semester SAO when the SAO window opens at the start of the second semester.
Teacher(s) of only semester courses is hired after January 4, 2023	Teacher(s) will not create or implement a SAO for this school year. The administrator must resolve the missing SAO in Journey. The student learning component of the evaluation will result in an effective rating.

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Teacher Position Change During School Year	
IF	**THEN**
Teacher(s) of a year-long course has a position change (i.e., classroom teacher to non-classroom teacher or non-classroom teacher to classroom teacher) August 3-September 6, 2022	The teacher will create a SAO following the original timeline.
Teacher(s) of full-year course has a position change (i.e., classroom teacher to non-classroom teacher or non-classroom teacher to classroom teacher) after September 6, 2022 and by January 4, 2023	For the identified teacher, the administrator will have to discontinue the SAO in Journey and provide a rationale *at the time of the position change*. The teacher must create a SAO following the Second Semester timelines.
Non-classroom teacher(s) has a position change (i.e., non-classroom teacher [instructional coach] to non-classroom teacher [dean]) after September 6, 2022 and by January 4, 2023	Journey doesn't have the capability to identify when position changes within the same evaluation system are made (NCT to NCT), so administrators must monitor these changes and take action in Journey. For the identified teacher, the administrator will have to discontinue the SAO in Journey and provide a rationale *at the time of the position change*. The teacher must create a SAO following the Second Semester timelines.
Teacher was eligible for a VAM rating during the initial SAO/VAM selection window and selected VAM. The teacher had a position change after the deadlines to complete a SAO. The teacher's students did not match for Survey 2 and Survey 3. The teacher did not receive a VAM rating and was not notified by the district that they may be ineligible for VAM.	The teacher's student learning component of the evaluation will result in an effective rating.
Teacher(s) of a year-long course has a position change made after January 4, 2023	Teacher(s) will not create or implement a SAO for this school year. The administrator must discontinue the SAO in Journey and provide a rationale *at the time of the position change*. The student learning component of the evaluation will result in an effective rating.

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Teacher(s) of only semester courses with an active first semester SAO has a position change after the approval of their first semester SAO	Teacher(s) will create a second semester SAO when the SAO window opens at the start of the second semester. The administrator must discontinue the SAO in Journey and provide a rationale *at the time of the position change*.
Teacher(s) of only semester courses with an active second semester SAO has a position change after the approval of their second semester SAO	The administrator must discontinue the SAO in Journey and provide a rationale *at the time of the position change*. The student learning component of the evaluation will result in an effective rating.
Initial Review Situations – Year Long, First Semester, and Second Semester SAOs	
IF	**THEN**
An employee does not create a SAO during the initial window but is required to do so because they are not VAM eligible.	The student learning evidence portion of the summative evaluation will result in ZERO points.
An employee does not create a SAO during the initial window and is required to do so because they are not VAM eligible, but they have one or more second semester courses on their schedule	The employee must create a second semester SAO.
An employee who is VAM eligible does not select VAM in Journey and does not create a SAO during the initial window	The student learning evidence component of the evaluation will result in ZERO points.
An employee who has one or more second semester courses on their schedule creates a first semester SAO during the initial window but does not submit the SAO to their supervisor before the submission deadline passes.	The employee must create a second semester SAO.
An employee creates and submits a SAO during the initial window but does not re-submit the SAO to their supervisor after it was returned for changes by the supervisor before the final submission/approval deadline passes.	The student learning evidence portion of the summative evaluation will result in ZERO points.

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An employee creates a SAO during the initial window and clicks the "Abandon" button before the supervisor approves the SAO	The employee can create a second semester SAO if one or more semester courses are on their schedule.
An employee creates a SAO during the initial window and clicks the "Abandon" button before the supervisor approves the SAO. The employee now wishes to be able to create a new, "start over from the beginning" SAO	The employee can choose to create a second semester SAO if one or more semester courses are on their schedule or create a new SAO within the original submission window.
An employee creates a SAO during the initial window, submits it to the supervisor, and the supervisor never takes any action on the SAO before the approval deadline passes	The SAO is automatically considered approved as written by the employee.
An employee creates a SAO during the initial window, submits it to the supervisor, the supervisor returns it to the employee, the employee revises and re-submits to the supervisor, and the supervisor doesn't take further action on the SAO before the approval deadline passes	The SAO is automatically considered approved as revised by employee after it was returned.
An employee does not create a SAO during the initial second semester SAO window, but is required to do so because they are not VAM eligible and did not create a first semester or yearlong SAO	The student learning evidence component of the evaluation will result in ZERO points.
An employee creates a required second semester SAO during the initial second semester SAO window but does not submit the SAO to their supervisor before the submission deadline	The student learning evidence portion of the evaluation will result in ZERO points.
An employee creates a SAO during the initial second semester SAO window and clicks the 'Abandon SAO' button before the supervisor approves the SAO. The employee now wishes to be able to create a new, "start over from the beginning" SAO	The employee can create a new second semester SAO within the original submission window. If a new SAO is not submitted within the required timeframe, the student learning evidence portion of the evaluation will result in ZERO points.

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After 3 SAO revisions with no resolution between the teacher and administrator on the quality of the SAO (note: one revision is when the teacher submits the SAO to administrator for review and the administrator reviews and sends it back to the teacher for edits)	Journey will notify the Regional Superintendent for further guidance.
Mid-Year Review Situations - Year Long, First Semester, and Second Semester SAOs	
IF	**THEN**
An employee takes no actions during the midyear review window before the deadline for midyear reviews passes	The Targets remain as approved initially.
An employee submits Target changes to the supervisor during the midyear review window and the supervisor never takes any action on the SAO before the midyear review window passes	The SAO is considered automatically approved as revised by the employee.
An employee submits Target changes to the supervisor during the midyear review window, the supervisor returns it to the employee, and the employee never takes any additional actions on the SAO that was returned before the midyear review window passes	The SAO is considered approved as originally written by employee and initially approved by administrator.
Final / End of Year Review - Year Long, First Semester, and Second Semester SAOs	
IF	**THEN**
An employee takes no action during the final review window	The student learning evidence portion of the summative evaluation will result in ZERO points.
An employee submits changes to the supervisor during the final review window and the supervisor never takes any action on the SAO before the final review window passes	The SAO is automatically considered fully approved as submitted by the employee and the SAO evaluation rating will be calculated accordingly.
An employee submits changes to the supervisor during the final review window, the supervisor returns it to the employee, and the employee doesn't take required actions on the SAO that was returned before the final review window passes	The student learning evidence portion of the summative evaluation will result in ZERO points.

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Other VAM Situations	
An employee was eligible for a VAM rating and selected VAM. The employee was notified by the district regarding possible VAM ineligibility. The employee was given the opportunity to create a SAO for the second semester and the SAO was not developed during the set district windows.	The student learning evidence portion of the summative evaluation will result in ZERO points.
An employee started a SAO and involuntarily abandoned the SAO.	The student learning evidence portion of the summative evaluation will result in ZERO points.