**Chapter 5 | Principal performance Evaluation page 62**

**Confidentiality Agreement and Code of Conduct for Principal Evaluation**

There are some key specifics your Principal Evaluation Team must abide by when they are involved in the evaluation process, which are incorporated into the agreement below. You may want to have each of the individuals who will be involved in your principal evaluation process sign this agreement, which incorporates these requirements. Your LSC chairperson should collect the signed agreements during your first LSC meeting regarding principal evaluation. In addition, members should also monitor each other to ensure that all members are adhering to the following conditions.

I agree that I will not make any evaluation decisions on the basis of a person’s race, color, ethnicity, national origin, religion, age, sex, marital status, parental status, mental or physical disability (unrelated to job performance), finances, or sexual orientation.

Furthermore, I will not ask any questions or make any comments during the evaluation that pertain to these topics.

I agree to adhere to the requirements of the Open Meetings Act.

I agree that I will conduct the principal evaluation process and make a retention decision based on the best interests of the school as determined by the standards stated in the Illinois School Code.

I agree that I will not conduct this principal evaluation process or make a retention decision based on personal issues not related to standards stated in the Illinois School Code.

Furthermore, I agree to keep all discussion, documentation, and information related to the principal evaluation process completely confidential.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Agreement based on materials developed by Designs for Change and PENCUL.***