

**COPPELL INDEPENDENT SCHOOL DISTRICT
APPRAISAL CALENDAR 2018-2019**

Purpose: To formalize what highly effective teachers do, to develop habits of self-assessment, reflection, and adjustment and to build a collaborative, supportive culture.

The appraisal calendar shall exclude formal observations by the appraiser until August 29, 2018 and formal observations may not occur after March 22, 2019, the day before and the day after a school holiday, days scheduled for end-of-semester and end-of-year tests, and days scheduled for state-mandated assessments, or other standardized tests.

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| August 15, 2018 | First day of instruction |
| August 15 – September 28, 2018 | Window for Goal Setting/Professional Development Plan Conferences w/Appraiser (required for educators in his/her first year of T-TESS or new to the District) |
| August 29, 2018 | First day for formal observations begins, or two weeks after the day of completion of the T-TESS orientation |
| August 29, 2018 – March 22, 2019 | Window for Formal Observations. At least 45 minutes in length and one per school year required. Pre-conference is required for educators new to the campus. Post-conference required for all educators within 10 business days of the formal observation. |
| September 3, 2018 | Holiday (No formal observations before or after a school holiday) |
| October 8, 2018 | Holiday (No formal observations before or after a school holiday) |
| November 19-23, 2018 | Holiday (No formal observations before or after a school holiday) |
| December 24-January 4, 2019 | Holiday (No formal observations before or after a school holiday) |
| January 21, 2019 | Holiday (No formal observations before or after a school holiday) |
| March 11 – 15, 2019 | Holiday (No formal observations before or after a school holiday) |
| March 22, 2019 | Last day to conduct formal observations. |
| March 25 – April 26, 2019 | Window for End of Year Conferences. Required for all educators 15 business days prior to the last day of instruction. |
| June 14, 2019 | All summative evaluation reports entered into Eduphoria STRIVE and documentation spreadsheets sent to HR. |

*Share documentation with teacher within 10 business days

* Staff hired during the 2018-2019 school year must be trained within 3 weeks of being hired

*For CISD Appraisal purposes, the last day of “instruction” is May 17, 2019