



**WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
APPRAISAL CALENDAR 2016-2017**

Teachers new to the T-TESS format are provided with an orientation to T-TESS no later than fifteen days after the start of school and no observations are conducted during this time. **The campus principal is responsible for ensuring that teachers hired during the school year complete face-to-face orientation.** Documentation of this training will be submitted to the Executive Director of Human Resources.

APPRAISAL PROCESS TIMELINES

August 10-September 9, 2016	T-TESS training for new teachers – Face-to-face Orientation
August 22-September 9, 2016	Classroom observation prohibited. (First 3 weeks of school – Face-to-face orientation is required)
September 30, 2016	Goal Setting and Professional Development Template must be completed and presented to the Campus Principal
October 11, 2016 – May 5, 2017	Conduct appraisals and end-of-year conferences Conduct End-of-year Conferences between January 10, 2017 – May 5, 2017
November 17, 2016	Excluded Observation Day – (Pre-Holiday)
December 5-9, 2016	Excluded Observation Day for testing campuses only - (Test Dates)
December 21, 2016	Excluded Observation Day – (Pre-Holiday)
January 13, 2017	Excluded Observation Day- (Pre-Holidays)
February 20, 2017	Excluded Bad Weather Day
March 10, 2017	Excluded Observation Day – (Pre-Holiday)
March 28-30, 2017	Excluded Observation Days for testing campuses only– (Test Dates)
March 31, 2017	Part II: Goal Reflection – Teachers must complete prior to the end of year conference with the teacher’s appraiser
April 6, 2017	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances
April 13, 2017	Excluded Observation Day – (Pre-Holiday)
May 1-12, 2017	Excluded Observation Days for testing campuses only – (Test Dates)
May 5, 2017	LAST DAY FOR END-OF-YEAR CONFERENCE A written summative annual appraiser report shall be shared with the teacher no later than 15 working days before the last day of instruction. A written summative annual appraisal report shall be provided to the teacher within ten (10) days of the conclusion of the end-of-year conference.
May 22, 2017	SUMMATIVE reports for each employee are due in the Human Resources office.
May 26, 2017	LAST DAY OF INSTRUCTION FOR STUDENTS