



## WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT APPRAISAL CALENDAR 2012-2013

Teachers new to the PDAS format are provided with an orientation to PDAS 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 the on-line orientation. Documentation of this training will be submitted to the Executive Director of Human Resource.

### APPRAISAL PROCESS TIMELINES

August 20-31, 2012	PDAS Training for new teachers –Online Orientation Course
August 20 -September 14, 2012	Classroom observation prohibited. (First 3 weeks of school – Orientation is required-new teachers)
September 10, 2012	Teacher Self-Report, Section I must be completed and presented to the Principal
September 17 – May 10, 2013	Conduct appraisals and summative conferences <b>Conduct Summative Conferences between January 8, 2013 – May 10, 2013</b>
October 5, 2012	Excluded Early Release Day
October 22-25, 2012	Excluded Observation Days – (Test Dates)
November 9, 2012	Excluded Early Release Day
November 16, 2012	Excluded Observation Day – (Pre-Holiday)
December 3-14, 2012	Excluded Observation Day - (Test Dates)
December 21, 2012	Excluded Observation Day – (Pre-Holiday)
January 3-4-2013	Excluded Observation Day – (Bad Weather Days)
January 18, 2013	Excluded Observation Day- (Pre-Holidays)
February 15, 2013	Excluded Early Release Day
March 4-7,2013	Excluded Observation Days – (Test Dates)
March 8 & 29, 2013	Excluded Observation Days – (Pre-Holiday)
April 1- 5, 2013	Excluded Observation Days – (Test Dates)
April 22 -26, 2013	Excluded Observation Days – (Test Dates)
April 26, 2013	Teacher Self-Report Teachers must submit a revision of Section I (if necessary and complete Sections II and III of the Teacher Self-Report and present them to the principal at least two weeks prior to the summative conference, but no later than April 19, 2013)
May 3, 2013	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances.
May 6-17, 2013	Excluded Observation Days – (Test Dates)
<b>May 10, 2013</b>	<b>LAST DAY FOR SUMMATIVE CONFERENCE</b> <b>A written summative annual appraiser report shall be shared with the teacher no later than five working days before the summative conference and no later than 15 working days before the last day of the instruction for students.</b>
<b>May 10, 2013</b>	<b>Appraisal reports for each employee are due in the Human Resources office.</b>

June 7, 2013

Excluded Early Release Day