



WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT APPRAISAL CALENDAR 2015-2016

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 Resources.

APPRAISAL PROCESS TIMELINES

August 12-September 11, 2015	PDAS Training for new teachers –Online Orientation Course
August 24-September 11, 2015	Classroom observation prohibited. (First 3 weeks of school – Orientation is required-new teachers)
September 11, 2015	Teacher Self-Report, Section I must be completed and presented to the Principal
September 14 – May 5, 2016	Conduct appraisals and summative conferences Conduct Summative Conferences between January 6, 2016 – May 5, 2016
November 20, 2015	Excluded Observation Day – (Pre-Holiday)
December 7-11, 2015	Excluded Observation Day for testing campuses only - (Test Dates)
December 18, 2015	Excluded Observation Day – (Pre-Holiday)
January 4, 2016	Excluded Observation Day – (Bad Weather Days)
January 15, 2016	Excluded Observation Day- (Pre-Holidays)
February 12, 2016	Excluded Early Release Day
February 15, 2016	Excluded Bad Weather Day
March 24, 2016	Excluded Observation Date – (Pre-Holiday)
March 29-31,2016	Excluded Observation – (Pre-Holiday)
April 19- 20, 2016	Excluded Observation Days for testing campus only-(Test Dates)
April 22, 2016	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 15, 2016)
April 29, 2016	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances.
May 2-12, 2016	Excluded Observation Days for testing campuses only – (Test Dates)
May 5, 2016	LAST DAY FOR SUMMATIVE CONFERENCE 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.
May 6, 2016	Appraisal reports for each employee are due in the Human Resources office.