



**WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
APPRAISAL CALENDAR 2013-2014**

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 19-30, 2013	PDAS Training for new teachers –Online Orientation Course
August 26 -September 13, 2013	Classroom observation prohibited. (First 3 weeks of school – Orientation is required-new teachers)
September 11, 2013	Teacher Self-Report, Section I must be completed and presented to the Principal
September 16 – May 15, 2014	Conduct appraisals and summative conferences Conduct Summative Conferences between January 7, 2014 – May 15, 2014
October 21-24, 2013	Excluded Observation Days for testing campuses only– (Test Dates)
November 22, 2013	Excluded Observation Day – (Pre-Holiday)
December 2-5, 2013	Excluded Observation Day for testing campuses only - (Test Dates)
December 20, 2013	Excluded Observation Day – (Pre-Holiday)
January 2-3-2014	Excluded Observation Day – (Bad Weather Days)
January 17, 2014	Excluded Observation Day- (Pre-Holidays)
February 14, 2014	Excluded Early Release Day
March 3-6,2014	Excluded Observation Days – (Test Dates)
March 7, 2014	Excluded Observation Days – (Pre-Holiday)
March 31- April 3, 2014	Excluded Observation Days for testing campuses only – (Test Dates)
April 17, 2014	Excluded Observation Days – (Pre-Holiday)
April 21-24, 2014	Excluded Observation Days for testing campuses only – (Test Dates)
April 25, 2014	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 17, 2014)
May 2, 2014	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances.
May 13-14, 2014	Excluded Observation Days for testing campuses only– (Test Dates)
May 15, 2014	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 16, 2014	Appraisal reports for each employee are due in the Human Resources office.