

**COPPELL INDEPENDENT SCHOOL DISTRICT
APPRAISAL CALENDAR 2019-2020**

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 28, 2019 and formal observations may not occur after March 20, 2020, 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.

August 14, 2019	First day of instruction
August 14 – September 27, 2019	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 28, 2019	First day for formal observations begins, or two weeks after the day of completion of the T-TESS orientation
August 28, 2019 – March 20, 2020	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 2, 2019	Holiday (No formal observations before or after a school holiday)
October 14, 2019	Holiday (No formal observations before or after a school holiday)
November 25-29, 2019	Holiday (No formal observations before or after a school holiday)
December 23, 2019 - January 3, 2020	Holiday (No formal observations before or after a school holiday)
January 20, 2020	Holiday (No formal observations before or after a school holiday)
March 9-13, 2020	Holiday (No formal observations before or after a school holiday)
March 20, 2020	Last day to conduct formal observations.
March 23 – April 24, 2020	Window for End of Year Conferences. Required for all educators 15 business days prior to the last day of instruction.
June 19, 2020	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 2019-2020 school year must be trained within 3 weeks of being hired

*For CISD Appraisal purposes, the last day of “instruction” is May 15, 2020