



WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT APPRAISAL CALENDAR 2019-2020

Teachers new to the WOC Teacher Appraisal System format are provided with an orientation 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 human resources.

APPRAISAL PROCESS TIMELINES

August 8- September 6, 2019	WOC Teacher Appraisal System training for new teachers – Face-to-face Orientation
August 13 - September 6, 2019	Returning teachers' refresher and expectations
August 26 - September 13, 2019	Classroom observation prohibited. (First 3 weeks of school – Face-to-face orientation is required)
September 27, 2019	<i>Data Analysis and Goal Setting and Professional Development Template</i> - This section is completed and provided to the appraiser within three (3) weeks from the initial Goal Setting conference
October 3, 2019- November 29, 2019	Conduct appraisal observation and observation conferences for all new teachers and teachers new to the district
October 3, 2019 – January 31, 2020	Conduct appraisal observations and observation conferences all returning teachers
Conduct Summative Conferences between January 9, 2020 – May 11, 2020	
November 22, 2019	Excluded Observation Day – (Pre-Holiday)
December 9-13, 2019	Excluded Observation Day for testing campuses only - (Test Dates)
December 18, 2019	Excluded Observation Day – (Pre-Holiday)
January 17, 2020	Excluded Observation Day- (Pre-Holiday)
January 31, 2020	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances
March 13, 2020	Excluded Observation Day – (Pre-Holiday)
April 3, 2020	Part II: <i>Goal Reflection</i> – Teachers must complete this section two (2) weeks prior to the annual end-of-year summative conference for each of the goals in Part I.
April 6-10, 2020	Exclude Observations Days for testing campuses only – (Test Dates)
April 9, 2020	Excluded Observation Day – (Pre-Holiday)
May 4-15, 2020	Excluded Observation Days for testing campuses only – (Test Dates)
May 11, 2020	LAST DAY FOR END-OF-YEAR SUMMATIVE 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, 2020

Evaluations form for ALL employee are due in the human resources office.

June 3, 2020

LAST DAY OF INSTRUCTION FOR STUDENTS