

# WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

## APPRAISAL CALENDAR 2010-11

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 or designee will conduct training for teachers hired during the school year. Documentation of this training will be submitted to the Executive Director of Human Resource.

### APPRAISAL PROCESS TIMELINES

August 4, 2010	PDAS Training for new teachers -Orientation
August 23 -September 10, 2010	Classroom observation prohibited. (First 3 weeks of school – Orientation is required-new teachers)
September 10, 2010	Teacher Self-Report, Section I must be completed and presented to the Principal
September 13 – May 6, 2011	Conduct appraisals and summative conferences <b>Conduct Summative Conferences between January 3, 2011 – May 6, 2011</b>
October 11, 2010	Excluded Parent/Teacher Conference-Student Holiday
October 19-22, 2010	Excluded Observation Days – Test Dates
December 17, 2010	Excluded Observation Day (Pre-Holiday)
December 20, 2010	Excluded Observation Day – Bay Weather Day
January 14, 2011	Excluded Observation Day (Pre-Holiday)
January 26, 2011	Excluded Early Release Day
March 1-4, 2011	Excluded Observation Days – Test Dates
March 7, 2011	Excluded Observation Day – Bad Weather Day
April 1, 2011	Excluded Observation Day (Pre-Holiday)
April 4 -5, 2011	Excluded Observation Day – Test Dates
April 22, 2011	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 22, 2011)
April 25-29, 2011	Excluded Observation Days – Test Dates
May 5, 2011	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances.
<b>May 6, 2011</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 13, 2011</b>	<b>Appraisal reports for each employee are due in the Human Resource office.</b>