



Human Resources Department
2019-2020 Texas Teacher Evaluation and Support System (T-TESS)
Appraisal Calendar

- ✓ Shall exclude the first three weeks of instruction.
- ✓ Shall provide that the appraisal process be completed 15 working days before the last day of instruction for students.
- ✓ Teachers will submit their professional growth plan to their appraiser for feedback and final approval during this period: August 14, 2019 – September 6, 2019
- ✓ All formal T-TESS observations should take place between: September 26, 2019 – May 1, 2020
- ✓ **Walkthroughs** may be conducted and cumulative data may be obtained **on any day and at any time** throughout the school year.
- ✓ All first year teachers and teachers new to the district shall be evaluated during the first semester of employment.
- ✓ Any documentation that would affect a teacher's score shall be shared with the teacher within 10 working days. A summative conference shall be conducted to advise the teacher of any change in the final observation score.
- ✓ Shall exclude days scheduled for end-of-semester or end-of-year examinations.
- ✓ Shall exclude days scheduled for STAAR, EOC, or other standardized tests.
- ✓ Shall prohibit formal observations on the last day of instruction **before** any official school holiday and on the first day of instruction **after** a holiday.

Based on the 2019-2020 SBCISD School Calendar, the following dates indicate the days that formal T-TESS observations **shall not be conducted**:

August 14 - Sept. 6, 2019	First three weeks of instruction (Includes Labor Day Holiday)
October 11 – 15	Columbus Day
November 22- December 2, 2019	Thanksgiving Holiday
Dec. 20-January 8, 2020	Christmas Holiday
March 12-23, 2020	Spring Break
April 9 – April 14, 2020	Easter Holiday
May 22-26, 2020	Memorial Day

Reminders:

May 1, 2020	Last day to complete the entire appraisal process
May 6, 2020- May 28, 2020	Last 15 full days of instruction to be utilized for requested second appraisals ONLY , with the exception of May 22-26, 2020

- ✓ All pre-conferences, formal observations and post-conferences for all teachers shall be completed by May 1, 2020. **No formal observations should take place on or after May 1, 2020.** *The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.*
- ✓ **All formal written observation summaries, written summative annual appraisal reports and summative conferences shall be completed by May 1, 2020.** *The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.*
- ✓ Teacher Summative Annual Appraisal Reports shall be submitted to the Human Resources Department by the following date: Wednesday, June 3, 2020.
- ✓ *The implementation of T-TESS represents a commitment to continuous improvement. As a result, a professional growth plan shall be developed for all teachers.*