



Human Resources Department
2020-2021 Texas Teacher Evaluation and Support System (T-TESS)
REVISED April/May 2021 Appraisal Calendar

- ✓ Teacher Orientation or Refresher is completed no later than the final day of the first three weeks of instruction.
- ✓ Observation period shall exclude the first three weeks of instruction.
- ✓ The T-TESS calendar 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 26, 2020 – October 7, 2020
- ✓ All formal T-TESS observations should take place between October 14, 2020 – May 25, 2021.
- ✓ **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.
- ✓ Observation period shall exclude days scheduled for end-of-semester or end-of-year examinations.
- ✓ Observation period shall exclude days scheduled for STAAR, EOC, or other standardized tests.
- ✓ Observation period 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 2020-2021 SBCISD School Calendar, the following dates indicate the days that formal T-TESS observations **shall not be conducted**:

Aug. 26 - Sept. 16, 2020	First three weeks of instruction
Sept. 4 – Sept 8, 2020	Labor Day
October 9 – 13, 2020	Columbus Day
Nov. 20 - 30, 2020	Thanksgiving Holiday
Dec. 18, 2020 - January 6, 2021	Christmas Holiday
Jan. 15 – 19, 2021	MLK Holiday
March 12-22, 2021	Spring Break
April 1 - 5, 2021	Easter Holiday
May 28- June 1, 2021	Memorial Day

Reminders:

May 25, 2021	Last day to complete the entire appraisal process
May 26-June 16, 2021	Last 15 full days of instruction to be utilized for requested second appraisals ONLY

- ✓ All pre-conferences, formal observations and post-conferences for all teachers shall be completed by May 25, 2021. ***No formal observations should take place on or after May 25, 2021. 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 25, 2021.** *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 completed in Eduphoria (do not submit printed copies to the Human Resources Department) by the following date: Thursday, June 17, 2021.
- ✓ *The implementation of T-TESS represents a commitment to continuous improvement. As a result, a professional growth plan shall be developed for all teachers.*
- ✓ *For a complete reference guide, please refer to www.teachfortexas.org*

San Benito Schools - A Consolidated Independent School District

It is the policy of the San Benito CISD not to discriminate on the basis of race, color, national origin, gender or disability in its educational and Career and technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964.

Revised Version Approved by Board on: **05/18/2021**